

Syllabus, 2015

H.S. (Vocational)

XI-XII

Business & Commerce



**The West Bengal State Council of Technical and
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Plot No. B/7, Action Area III, New Town, Rajarhat,
Kolkata - 700160**

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Nomenclature of different vocational groups under Business & Commerce Discipline

SL No	Group Name	Gr. Code	Vocational subject combinations available in Class XII	Remarks
1	Retail Service & Operations	BCRS	1. Retail Management and E-Commerce-II (REM2) 2. Marketing Management-II (MRM2) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 & Sl. No. 2 of this combination must be chosen as VP1 & VP2.</i>
2	Taxation & Management	BCTM	1. Practical Taxation-II (PTX2) 2. Marketing management-II (MRM2) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 & Sl. No. 2 of this combination must be chosen as VP1 & VP2.</i>
3	Library & Infomation Science	BCLS	1. Management, Organization & Refrence Service in Library & Information Centre (LISM) 2. Computer Application and Preservation in Library & Information Centre (LISC) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 & Sl. 2 of this combination must be chosen as VP1 & VP2.</i>
4	Travel, Tourism & Event Management	BCTE	1. Travel, Tourism and Hospitality Management-II (THM2) 2. Event management-II (EVM2) 3. Costing (CSTG)	<i>Paper mentioned in Sl. No. 1 & Sl. No. 2 of this combination must be chosen as VP1 & VP2.</i>

VP1 and VP2 are two compulsory papers, Optional paper may be VP3

For all students of a VTC, choice of VP1 and VP2 must be same. Choice of 7th subject of all students for a VTC must be either VP3 or AE3.

[VP = Vocational paper, AE = Academic Elective]

CURRICULUM STRUCTURE FOR H.S. (VOCATIONAL) COURSES w.e.f. 2015-16 session**Discipline: Business & Commerce [BC]****I. Scheme of Studies**

No. of periods per week*	Theory +Practical	40/42/43	No. of effective weeks per year	40
			No. of weeks for class	36
			No. of weeks for exam	4
Duration of period**	Theory	40 min		
	Practical	40 min		

* 8 periods per day (Monday to Friday) x 5 =40 periods + 4 periods in each Saturday.

** Effective class duration: Monday to Friday – 5 hours20min. per day, and Saturday - 2 hours 40 min.

II. Courses, Distribution of Marks and Classes**CLASS-XI**

Group	Paper no.	Code	Subject	Theory	Distribution of Mark			Distribution of Classes/Week				Total yearly classes
					Practical	Project	Total	Theory	Practical	Project/Tutorial	Total	
Language	1	BEN1/ HIN1/ NEP1/ URD1	First Language: Bengali/Hindi/Nepali/ Urdu	80		20	100	2	1	3		108
	2	ENG1	Second Language: English	80		20	100	2	1	3		108
Basic Vocational	3	As per choice	Two Basic Vocational subjects to be chosen from given list (\$) i) Basic Vocational Paper I	50		50	100	3	4	7		252
	4		ii) Basic Vocational Paper II	50		50	100	3	4	7		252

Group	Paper no.	Code	Subject	Theory	Distribution of Mark			Distribution of Classes/Week				Total yearly classes
					Practical	Project	Total	Theory	Practical	Project/Tutorial	Total	
Academic elective	5	As per choice	Two elective subjects from three academic electives (#) i) Academic Elective subject I	70		30	100	4	2	6		216
	6		ii) Academic Elective subject II	70		30	100	4	2	6		216
Common	7	EDCA	Entrepreneurship & Development Computer Application	50 [25 + 25]	25	25	100 [50 + 50]	4 [2 + 2]	4 [1 + 3]	8 [3 + 5]		288 108 + 180]
								22	18	40		

Note:

A Candidate shall have to appear at all subjects in the Annual Examination of Class XI and have to pass at least 5 subjects to pass class XI as per below distribution:

- Both subjects of Language group (Paper1 & Paper2)
- Both Subjects of Vocational group (Paper3 & Paper4)
- Any one subject either from Academic Elective group or from Common group (i.e. any one paper from Paper5, Paper6 & Paper7). In case candidate pass in more than one subjects out of paper 5, paper 6 and paper 7, then subject with highest marks will be considered for calculation of Grade.

(\$) List of Basic Vocational papers under Vocational Group for class XI

(Reference to table under SI No IV must be made for choice of VP1 and VP2 in Class XII before choosing two Basic Vocational papers in this group from the list below)

- i) Practical Taxation-I(PTX1)
- ii) Retail Management and E-Commerce-I(REM1)
- iii) Marketing Management-I(MRM1)
- iv) Travel, Tourism and Hospitality Management-I (THM1)
- v) Event Management-I(EVM1)
- vi) Library & Information Science-Basics, Social Aspect & Resources (LISB)
- vii) Organizing and Maintaining Information in a Library & Information Centre (LISO)

(#) List of Academic elective subjects for class XI

(Same combination will have to be maintained as choice of AE1 and AE2 in Class XII. Refer to table under Sl No. III)

- i) Economics and Business Mathematics & Statistics-I(EBM1)
- ii) Business Studies and Management-I(BSM1)
- iii) Accountancy-I (ACT1)

CLASS-XII

Group	Paper no.	Code	Subject	Distribution of Classes/Week							Total yearly classes
				Theory	Practical	Project	Total	Theory	Practical Project/ Tutorial	Total	
Language	1	BEN2/ HIN2/ NEP2/ URD2	First Language: Bengali/Hindi/Nepali/Urdu	80		20	100	2	1	3	108
	2	ENG2	Second Language: English	80		20	100	2	3(1+ 2*)	5	180
Vocational	3		Two vocational subjects as prescribed under vocational course [to be selected from table under Sl no. IV] i) Vocational Paper I[VP1]	50	–	50	100	3	4	7	252
	4		ii) Vocational Paper II[VP2]	50	–	50	100	3	4	7	252
Compulsory Academic	5		Two elective subjects from three (3) academic electives from table under Sl no. III(#) i) Academic Elective I[AE1]	70	–	30	100	4	2	6	216
	6		ii) Academic Elective II[AE2]	70	–	30	100	4	2	6	216
Optional Elective	7	BLAW OR CSTG	Business Law [AE3] OR Costing [VP3]	70	–	30	100	4	2	6	216
				50	–	50	100	3	4	7	252
Common	8	ENST	Environmental Studies (**)	80	-	20	100	2	-	2	72
								24 /23	18 /20	42 /43	

(*) 2 Period are kept to develop the communication skill in English.

(**) The theory subject “Environmental Studies” [ENST] is compulsory for all the candidates only to generate awareness among the students. Evaluation will be taken place at the end of the year, but the obtained marks will not be considered for calculation of final marks.

(#) Academic Electives I and II (AE1 and AE2) in class XII have to be the same combination as per choice of academic elective subjects made in class XI

Note:

- Paper 7 is optional elective. A Candidate may or may not opt for it. Only if a Candidate opts for paper 7, marks scored will be displayed in final mark sheet.
- A Candidate shall have to appear at all subjects of Class XII and have to pass at least 5 subjects to pass class XII as per below distribution:

For student opting Paper 7	For student NOT opting Paper 7
- Both subjects of Language group Paper 1 & Paper2)	- Both subjects of Language group (Paper1 & Paper2)
- Both Subjects of Vocational group (Paper3 & Paper4)	- Both Subjects of Vocational group (Paper3 & Paper4)
- Any one paper from Paper5, Paper6 and Paper 7	- Any one paper from Paper5, Paper6.

- In case candidate pass in more than one subject among Paper 5, 6, and 7 (if opted), paper with highest marks will be considered for calculation of Final grades. Final Grades will be calculated based on the marks attained only in Class XII.

III. Academic Elective (AE) Subject Package:

For Class XII

Sl No.	Subject Name	Subject code	Subject type
1.	EBM2	Economics and Business Mathematics & Statistics-II	Compulsory Academic Elective
2.	BSM2	Business Studies and Management-II	Compulsory Academic Elective
3.	ACT2	Accountancy-II	Compulsory Academic Elective
4	BLAW	Business Law	Optional Elective

IV. Different Vocational subject combinations available under Business & Commerce [BC] discipline for Class XI and Class XII

Sl No	Group code	Basic Vocational subject combinations available in Class XI	Vocational Subjects Combination available for Class XII (VP)	Remarks
1	BCRS	1. Retail Management and E-Commerce-I (REM1) 2. Marketing Management-I (MRM1)	1. Retail Management and E-Commerce-II (REM2) 2. Marketing Management-II (MRM2) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 & Sl. No. 2 of this combination must be chosen as VP1 & VP2. Choice of 7th subject of all students for a VTC must be either costing (as VP3) or Business Law (as AE3)</i>
2	BCTM	1. Practical Taxation-I (PTX1) 2. Marketing Management-I (MRM1)	1. Practical Taxation-II (PTX2) 2. Marketing Management-II (MRM2) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 Sl. No. 2 of this combination must be chosen as VP1 & VP2 choice of 7th subject of all students for a VTC must be either costing (as VP3) or Business Law (as AE3)</i>
3	BCLS	1. Library & Information Science -Basics, Social Aspect & Resources (LISB) 2. Organizing and Maintaining Information in a Library & Information Centre (LISO)	1. Management, Organization & Reference Service in Library & Information Centre (LISM) 2. Computer Application and Preservation in Library & Information Centre (LISC) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 & Sl. No. 2 of this combination must be chosen as VP1 & VP2. Choice of 7th subject of all students for a VTC must be either costing (as VP3) or Business Law (as AE3)</i>
4	BCTE	1. Travel, Tourism and Hospitality Management-I (THM1) 2. Event Management-I (EVM1)	1. Travel, Tourism and Hospitality Management-II (THM2) 2. Event Management-II (EVM2) 3. Costing (CSTG)	<i>Papers mentioned in Sl. No. 1 & Sl.No. 2 of this combination must be chosen as VP1 & VP2. Choice of 7th subject of all students for a VTC must be either costing (as VP3) or Business Law (as AE3)</i>

Common Subject
Class XI & Class XII

Bengali (BEN 1 & BEN 2)

একাদশ ও দ্বাদশ শ্রেণি

Total no. of weeks for classes/ Year : 36		
Classes per week : 3	Th = 2	Project = 1
Total classes per year : 108	Th = 72	Project = 36
Total marks : 100	Th = 80	Project = 20

পূর্ণমান-১০০

গদ্য	-	১৫
কবিতা	-	১৫
নাটক	-	১০
ভাষা	-	২৫
নির্মিতি	-	১৫
প্রকল্প + প্রফ	-	২০ (১৫ + ৫)
মোট	-	১০০

একাদশ শ্রেণি (BEN 1)

গদ্য -

৩০ (পিরিয়ড)

১. শরৎচন্দ্র চট্টোপাধ্যায় - ইন্দ্রনাথ ও শ্রীকান্ত (অংশবিশেষ)
২. রাণী চন্দ - পূর্ণকুম্ভ (অংশবিশেষ)
৩. তারশংকর বন্দ্যোপাধ্যায় - কালাপাহাড়
৪. নারায়ণ গঙ্গোপাধ্যায় - হাড়
৫. সৈয়দ মুজতবা আলী - নোনামিঠা

কবিতা -

৩০ (পিরিয়ড)

১. মধুসূদন দত্ত - আত্মবিলাপ
২. রবীন্দ্রনাথ ঠাকুর - আগমন

৩. কাজী নজরুল ইসলাম - আমার কৈফিয়ৎ
৪. শক্তি চট্টোপাধ্যায় - যেতে পারি, কিন্তু কেন যাব?
৫. অনন্যদাশংকর রায় - কাজ

নাটক — মেবার পতন — দ্বিজেন্দ্রলাল রায় (নির্বাচিত অংশ)

৮ (পিরিয়ড)

ভাষা/ব্যাকরণ —

২০ (পিরিয়ড)

- ভারতে প্রচলিত ভাষা পরিবার। বাংলাভাষার উৎপত্তি ও ক্রমবিকাশ। বাংলা লিপির উৎস ও ক্রমবিকাশ।
- ভাষাবৈচিত্র্য সম্বন্ধে ধারণা। বাংলাভাষার আঞ্চলিক রূপ, সমাজভাষা ও ব্যক্তিভাষার সাধারণ পরিচয়
- সাধুভাষা ও চলিত ভাষা
বানানবিধি

নির্মিতি -

১০ (পিরিয়ড)

প্রবন্ধ রচনা

প্রতিবেদন/পত্ররচনা

প্রকল্প -

১০ (পিরিয়ড)

প্রফ

মোট পিরিয়ড ১০৮

দ্বাদশ শ্রেণি (BEN 2)

গদ্য :

৩০ পিরিয়ড

- ১) বঙ্কিমচন্দ্র চট্টোপাধ্যায় - সুবর্ণগোলক
- ২) রবীন্দ্রনাথ ঠাকুর - কঙ্কাল
- ৩) বিভূতিভূষণ বন্দ্যোপাধ্যায় - অভিনন্দন-সভা
- ৪) আশাপূর্ণা দেবী - ঈর্ষা
- ৫) মতি নন্দী - অবিনাশের সাড়ে আটচল্লিশ

কবিতা :

৩০ পিরিয়ড

- ১) রবীন্দ্রনাথ ঠাকুর — প্রার্থনা
- ২) কাজী নজরুল ইসলাম - আমি গাই তারি গান
- ৩) জীবনানন্দ দাশ - সেই দিন এই মাঠ
- ৪) সুভাষ মুখোপাধ্যায় - ভুলে যাব না
- ৫) নীরেন্দ্রনাথ চক্রবর্তী - কলকাতার যীশু

নাটক :

৮ পিরিয়ড

রথের রশি - রবীন্দ্রনাথ ঠাকুর

ভাষা/ব্যাকরণ :

২০ পিরিয়ড

- ১) ধ্বনি - বাগযন্ত্র। বাংলাভাষার ধ্বনি ও বৈচিত্র্য। ধ্বনি পরিবর্তন।
- ২) বাংলাভাষার শব্দ তৈরির কৌশল। শব্দ ও অর্থ।
- ৩) বাক্যের আসক্তি, যোগ্যতা, আকাঙ্ক্ষা। বাংলা বাক্যের গঠন ও গঠনগত ভাগ। অর্থগত ভাগ।
- ৪) প্রবাদ প্রবচন।
- ৫) বিরামচিহ্ন।

নির্মিতি

১০ পিরিয়ড

প্রবন্ধ রচনা (১০ নম্বর)

ভাবসম্প্রসারণ/ভাবার্থ/তথ্যপঞ্জি অনুযায়ী (অনুচ্ছেদ রচনা/প্রবন্ধ রচনা) / মতের পক্ষে বা বিপক্ষে (প্রবন্ধ রচনা)

অনুচ্ছেদ রচনা — (০৫ নম্বর)

প্রকল্প -

১০ পিরিয়ড

প্রফ

প্রকল্পের বিষয়

১. অনুবাদ (ইংরাজী বা হিন্দি ভাষা থেকে বাংলা)
২. সমীক্ষা (Survey Report)
৩. স্বরচিত গল্প রচনা
৪. চরিত্র নির্মাণ (গল্প বা উপন্যাস থেকে যেমন ফেলুদা, ঘনাদা, ব্যোমকেশ)
৫. সাক্ষাৎকার গ্রহণ
৬. সাহিত্যিকদের জীবন, কর্ম ও অবদান

একাদশ এবং দ্বাদশের জন্য যে
কোনো একটি করে মোট দুটি
প্রকল্প নির্বাচন করবে।

মোট পিরিয়ড - ১০৮

	MCQ	VSA	ET	TOTAL
গদ্য	$3 \times 1 = 3$	$2 \times 1 = 2$	$2 \times 5 = 10$	15
কবিতা	$3 \times 1 = 3$	$2 \times 1 = 2$	$2 \times 5 = 10$	15
নাটক	$3 \times 1 = 3$	$2 \times 1 = 2$	$1 \times 5 = 5$	10
ভাষা	$10 \times 1 = 10$	$10 \times 1 = 10$	$1 \times 5 = 5$	25
নির্মিতি			$10 + 5$	15
প্রকল্প + প্রফ			$15 + 5$	20
	19	16		100

MCQ : Multiple Choice Questions

VSA : Very Short Answer Type Questions

ET : Essay Type Questions

HINDI (HIN 1 and HIN 2)**एकादश तथा द्वादश श्रेणी**

Total no. of weeks for classes/ Year : 36		
Classes per week : 3	Th = 2	Project = 1
Total classes per year : 108	Th = 72	Project = 36
Total marks : 100	Th = 80	Project = 20

पूर्णमान-१००

गद्य	15
काव्य	15
नाटक	10
भाषा	25
रचना	15
परियोजना	20 (15+ 5)
कुल	100

एकादश श्रेणी (HIN1)**काव्य —****(30 पीरियड)**

सूरदास के पद

भारतेन्दु हरिश्चन्द्र

मैथिलीशरण गुप्त – चारु चन्द्र की चंचल किरणें

बच्चन – अग्नि पथ! अग्नि पथ! अग्नि पथ!

नागार्जुन – अकाल और उसके बाद

गद्य —**(30 पीरियड)**

महावीर प्रसाद द्विवेदी – साहित्य

चन्द्रधर शर्मा गुलेरी – उसने कहा था

अज्ञेय – बहता पानी निर्मला

हरिशंकर परसाई – विकलांग श्रद्धा का दौर

नासिरा शर्मा – सबीना के चालीस चोर

एकांकी —

(8 पीरियड)

उपेन्द्रनाथ अश्क – अधिकार का रक्षक

भाषा / व्याकरण —

(20 पीरियड)

हिन्दी भाषा की उत्पत्ति और विकास

देवनागरी लिपि

हिन्दी की उपभाषाएँ

संज्ञा और उसके भेद

सर्वनाम और उसके भेद

विशेषण और उसके भेद

क्रिया और उसके मुख्य भेद

वाच्य परिवर्तन

वाक्य परिवर्तन

प्रत्यय और उपसर्ग

विराम चिह्न

परिभाषा- प्रशासनिक, कारीगरी (कृषि, वाणिज्य)

रचना विधि —

(10 पीरियड)

निबन्ध

प्रतिवेदन / पत्र

परिभाषिक शब्दावली

परियोजना (Project)

(10 पीरियड)

द्वादश श्रेणी (HIN2)

काव्य —

(30 पीरियड)

तुलसीदास के पद

जयशंकर प्रसाद – अरी बरुणा की शांत कछार

दिनकर – समर शेष है

अज्ञेय – मैंने देखा, एक बूंद

सर्वेश्वर दयाल सक्सेना – प्रार्थना

गद्य —

(30 पीरियड)

हजारीप्रसाद द्विवेदी – शिरीष के फूल

प्रेमचन्द – मंत्र

कृष्णा सोवती – सिक्का बदल गया

राहुल सांकृत्यायन – किन्नर देश की ओर

रवीन्द्रनाथ टैगोर – छुट्टी

नाटक —

(8 पीरियड)

भुवनेश्वर – ताँबे के कीड़े

व्याकरण —

(20 पीरियड)

सन्धि, समास, प्रत्यय, उपसर्ग, वाक्य परिवर्तन, वाक्य विश्लेषण

निबन्ध रचना —

(10 पीरियड)

रिपोर्ट

भाव विस्तार

भाषण – पक्ष / विपक्ष

प्रूफ

परियोजना (Project)

(10 पीरियड)

अनुवाद – (अंग्रेजी या बांग्ला से हिन्दी में)

समीक्षा (Survey Report)

स्व रचित कहानी

कहानी का नाटक में परिवर्तन

साक्षात्कार

प्रमुख साहित्यकारों की जीवनी

	MCQ	VSA	ET	TOTAL
गद्य	$3 \times 1 = 3$	$2 \times 1 = 2$	$2 \times 5 = 10$	15
पद्य	$3 \times 1 = 3$	$2 \times 1 = 2$	$2 \times 5 = 10$	15
नाटक	$3 \times 1 = 3$	$2 \times 1 = 2$	$1 \times 5 = 5$	10
भाषा	$10 \times 1 = 10$	$10 \times 1 = 10$	$1 \times 5 = 5$	25
रचना			$10 + 5$	15
परियोजना + प्रूफ			$15 + 5$	20
	19	16		100

MCQ : Multiple Choice Questions

VSA : Very Short Answer Type Questions

ET : Essay Type Questions

नेपाली (NEP 1 and NEP 2)

(एघारौँ र बाह्रौँ श्रेणी)

Total no. of weeks for classes/ Year : 36		
Classes per week : 3	Th = 2	Project = 1
Total classes per year : 108	Th = 72	Project = 36
Total marks : 100	Th = 80	Project = 20

पूर्णमान-१००

गद्य	–	१५
पद्य	–	१५
नाटक	–	१०
भाषा	–	२५
रचना	–	१५
परियोजना	–	२०
पूर्णाङ्क	–	१००

एघारौँ श्रेणी (NEP1)

पद्य

(३० पिरियड)

- | | | |
|--------------------------|---|------------------------------|
| १. लक्ष्मीप्रसाद देवकोटा | – | जिन्दगीको मौसम |
| २. बालकृष्ण सम | – | स्वर्ग आफै बन्छ |
| ३. धरणीधर कोइराला | – | साहित्य सुधा |
| ४. रवीन्द्रनाथ ठाकुर | – | प्रार्थना (जहाँ मन निर्भय छ) |
| | | अनु. बालकृष्ण सम |

गद्य

(३० पिरियड)

- | | | |
|----------------------|---|-------------|
| १. गुरुप्रसाद मैनाली | – | कर्तव्य |
| २. रूपनारायण सिंह | – | बितेका कुरा |

३. हरिप्रसाद 'गोर्खा' राई – गोर्खाको मोडेल
४. राजनारायण प्रधान – गान्धी

नाटक

(८ पिरियड)

- मनबहादुर मुखिया – 'चिडियाखाना' एकाङ्की मात्र (अँध्यारामा बाँच्नेहरू)
- बाट

भाषा/व्याकरण

(२० पिरियड)

१. भाषा – परिभाषा, भाषा र व्याकरणको सम्बन्ध, नेपाली भाषाको परिचय।
२. लिङ्ग – परिभाषा, प्रकार, पुलिङ्गबाट स्त्रीलिङ्ग बनाउने विधि।
३. वचन – परिभाषा, प्रकार, एकवचनबाट बहुवचन बनाउने विधि।
४. विराम चिन्ह – पूर्णविराम, अर्धविराम, प्रश्नसूचक चिन्ह, विस्मयादिबोधक चिन्ह।

रचना

(१० पिरियड)

- प्रबन्ध रचना
- प्रतिवेदन / पत्ररचना

परियोजना (प्रोजेक्ट)

(१० पिरियड)

(तलका मध्ये कुनै एउटा विषयमा मात्र)

१. एच. आई. भी. एड्स रोग सङ्क्रमण र यसको रोकथामका उपायहरू (एक हजारदेखि पन्ध्र सय शब्दभित्र)
२. दार्जिलिङ पहाडी क्षेत्रमा खानेपानीको समस्या र यसको समाधानका प्रयास, कारबाही र नयाँ उपायहरू (एक हजारदेखि पन्ध्र सय शब्दभित्र)।
३. आफूले गरेको कुनै एउटा रोमाञ्चक यात्राको विवरण (पन्ध्र सय शब्दभित्र)।
४. आफू सहभागी रहेको कुनै एउटा जिल्ला स्तरीय सामाजिक, सांस्कृतिक वा साहित्यिक कार्यक्रमको विवरण (पन्ध्र सय शब्दभित्र)।
५. दार्जिलिङ पहाडी क्षेत्रको पर्यटन व्यवस्था र व्यवसायको स्थिति तथा यसको सुधारको सम्भावना पन्ध्र सय शब्दभित्र)।

बाह्रौँ श्रेणी (NEP2)

पद्य

(३० पिरियड)

- | | |
|--------------------------|-----------------------|
| १. लक्ष्मीप्रसाद देवकोटा | - यात्री |
| २. गोपाल प्रसाद रिमाल | - एक दिन एक चोटी आउँछ |
| ३. भूपि शेरचन | - शहीदहरूको सम्झनामा |
| ४. नरबहादुर दाहाल | - पतझड |

गद्य

(३० पिरियड)

- | | |
|---------------------|---------------------|
| १. रामकृष्ण शर्मा | - प्यारो सपना |
| २. लैनसिंह बाड्देल | - मूर्तिकारको धोको |
| ३. शिवकुमार राई | - माछाको मोल |
| ४. इन्द्रबहादुर राई | - रातभरि हुरी चल्यो |

नाटक

(८ पिरियड)

- | | |
|-----------------|--|
| मनबहादुर मुखिया | - 'अँध्यारामा बाँचेहरू' एकाङ्की मात्र (अँध्यारामा बाँचेहरूबाट) |
|-----------------|--|

भाषा – व्याकरण

(२० पिरियड)

- तत्सम, तद्भव र आगन्तुक शब्द ।
- नेपाली उखान, तुक्का र वाग्धारा ।
- पर्यायवाची, विपरीतार्थक र सार शब्द ।
- नेपाली वर्तनी प्रयोग विधि (हिज्जे) ।

रचना

(१० पिरियड)

- भावविस्तार वा सारांश लेखन
- विज्ञापन लेखन
- प्रबन्ध रचना
- अङ्ग्रेजीबाट नेपाली अथवा नेपालीबाट अङ्ग्रेजीमा अनुवाद

परियोजना (प्रोजेक्ट)

(१० पिरियड)

(तलकामध्ये कुनै एउटा विषयमा मात्र)

- नशालु पदार्थ सेवनले युवावर्गमा पारेको नकारात्मक प्रभाव (एक हजारदेखि पन्ध्र सय शब्दभित्र) ।
- कुनै दुईजना प्रसिद्ध नेपाली साहित्यकारहरूको साहित्यिक परिचय र तिनले पुर्‍याएको योगदानको मूल्याङ्कन (एक हजारदेखि पन्ध्र सय शब्दभित्र) ।
- विश्वधरोहर घोषित दार्जिलिङ हिमालयन रेलको इतिहास र वर्तमान समयमा यसको अवस्था (एक हजारदेखि पन्ध्र सय शब्दभित्र) ।
- दार्जिलिङ पहाडी क्षेत्रमा भल-पैहो, बाटाघाटा र पुल – साँघुहरूको दूरावस्थाले जनजीवनमा ल्याएको सङ्कट निवारण गर्ने उपायहरू (एक हजारदेखि पन्ध्र सय शब्दभित्र) ।
- चामे ('परालको आगो'), गौथली ('परालको आगो'), रने ('माछाको मोल'), मोटा राई ('भ्रमर') कालेकी आमा ('रातभरि हुरी चल्यो') – को चरित्र चित्रण (एक हजारदेखि पन्ध्र सय शब्दभित्र) ।

	MCQ	VSA	ET	TOTAL
गद्य	3×1=3	2×1=2	2×5=10	15
पद्य	3×1=3	2×1=2	2×5=10	15
नाटक	3×1=3	2×1=2	1×5=5	10
भाषा	10×1=10	10×1=10	1×5=5	25
रचना			10 + 5	15
परियोजना			15 + 5	20
	19	16		100

MCQ : Multiple Choice Questions

VSA : Very Short Answer Type Questions

ET : Essay Type Questions

सन्दर्भ

१. प. ब. उच्च माध्यमिक शिक्षा परिषद् – नेपाली 'ए' (एघारौं र बाह्रौं श्रेणीका निम्ति)
२. प. ब. उच्च माध्यमिक शिक्षा परिषद् – नेपाली 'बी' (एघारौं र बाह्रौं श्रेणीका निम्ति)
३. प. ब. माध्यमिक शिक्षा परिषद् – नेपाली 'बी' (नवौं र दसौं श्रेणीका निम्ति)
४. घनश्याम नेपाल र पुष्कर पराजुली – माध्यमिक नेपाली व्याकरण र रचना
५. घनश्याम नेपाल र कविता लामा – उच्च माध्यमिक नेपाली व्याकरण र रचना
६. मनबहादुर मुखिया – अँध्यारामा बाँच्नेहरू (एकाङ्की सङ्ग्रह)
७. जेम्स कार्थक – नेपाली साहित्यका केही प्रतिभाहरू

Urdu (URD 1 & URD 2)**Class XI & XII**

Total of weeks for classes/year: 36		
Classes per week: 3	Th=2	Project =1
Total classes per year: 108	Th=72	Project = 36
Total marks: 100	Th= 80	Project = 20

Full Marks - 100

Prose:	15 Marks
Poetry:	15 Marks
Drama :	10 Marks
Language :	25 Marks
Composition:	15 Marks
Project+Proof:	20 Marks (15+5)
Total :	100

Class – XI (URD 1)**Poetry**

(30 Periods)

1. Faqiron ki sada (Nazm) – Nazir Akbarabadi
2. Mad-o-Jazar-e-Islam (Nazm) – Knwja Altaf Hussain Hali
3. Patta Patta, Boota Boota (Ghazal) - Mir Taqi Mir
4. Phir Mujhe Deeda-e-tar.. (Ghazal) - Mirza Ghalib
5. jab Daagh-e-Bekasi... (Mirthia)- Mir Anis

Prose

(30 Periods)

1. Quissa Khwaja Sag-parast ka- (From “Bagh-o-Bhahar”)-Mir Amman
2. Mir Mehdi Majrooh ke naam (Letter) - Mirza Ghalib
3. Ummeed ki Khushi- (Essay) - Sir Syed
4. Hasan Nizami ki hasti...(From Aap Beeti) - Khwaja Hasan Nizami
5. “Kal raat paani barsa...” (Letter) Faiz Ahmad Faiz

Drama: Said-e-Hawas by Agha Hashr (First Act-two scenes)

(8 Periods)

Language/Grammar

(20 Periods)

- Families of Indian Language
- Origin & Development of Urdu Language in India.
- Dialects of Western Hindi
- Daccani and Gujri urdu. Language of Sufi Saints.
- Characteridtics of Urdu Language in Northern & Southern India.
- Development of Urdu Language in Bengal
- Contributions of Fort William College, Calcutta. Beginning of Simple Urdu, Style of prose writing in Bahar-o-Bahar by Mir Amman & Letters of Mirza Ghalib.

Composition

Easy Writing

Report/Letter Writing

(10 Period)

Project

Proof

(10 Period)

Class – XII (URD2)

Poetry

(30 Periods)

1. Dar Madh Bahadur Shah Zafar (Qasida) - Sk. Ibrahim Zauq
2. Masti mein Farogh-e-Rukh-e-janan (Ghazal) - Asghar Gondvi
3. Isaan aur Bazm-e-Qudrat (Poem) - Sir Md. Iqbal
4. Fakhta ki Awaz-(Poem)-Josh Malihabadi
5. Dard Ayega Dabey Paaon (Poem) - Faiz Ahmad Faiz

Prose

(30 Periods)

1. Bahadur Shah aur Phool walon ki sair- Farhatullah Baig
2. “Guzashta saal jab hum... (From Ghubar-e-Khatir) Maulana Azad
3. Insan kisi haal mein (From” Nairang-e-Khayal”) Md. Hussain Azad

4. Md. Ali jauhar (From Ganj-hai Giran-maya)- Rashid A. Siddiqui

5. Addu-(Short Story)- Jeelani Bano

Drama

Drama “Kheti” By: Prof. Md. Mujeeb (First Two Acts)

(8 Periods)

Language/Grammar

(20 Periods)

- Different parts of Urdu Grammar-Ilm-e-Hijja, Ilm-e-Huroof, Ilm-e-Nahv, Ilm-e-Bayan, Ilm-e-Urooz.
- Types of Huroof-Mufrid & Murakkab.
- Synonym & Antonym
- *I'raab* (sings)
zabar,zer,paish,jazam,mudd,tashdeed, tanveen,hamza,mauqoof.
- Different types of Gender, number, Tense in Urdu.
- Phrases & Proverbs.
- Construction of Sentences in urdu

Composition

(10 Periods)

- Eassy Writting (10 Marks)
- Expression of Thoughts/Summary/Substance/Expand the idea
- Paragraph Writing (5 Marks)

Project

Proof

(10 Periods)

Topic of Project

1. Translation (From English to Urdu)
2. Survey Report
3. Self-composed Story
4. Characterization (From Story or Novel like Asghari Akbari from “Miratul-Uroos”, Mirza Zahirdar Baig from “Taubatun Nasooh”)

For Class XI & XII one each topic will be selected. In total two topics will be selected.

5. Taking Interview
6. Writer’s life, work & achievement.

	MCQ	VSA	ET	TOTAL
Prose	3×1=3	2×1=2	2×5=10	15
Verse	3×1=3	2×1=2	2×5=10	15
Drama	3×1=3	2×1=2	1×5=5	10
Language	10×1=10	10×1=10	1×5=5	25
Composition			10+5	15
Project+Proof			15+5	20
	19	16		100

MCQ : Multiple Choice Questions

VSA : Very Short Answer Type Questions

ET : Essay Type Questions

References:

1. Urdu Selection of Prose & Verse, 2013. Published by W.B. Council of Higher Secondary Education
2. Maquddama-e-Tarikh-e-Zaban-e-Urdu. By: Msood Hussain Khan
3. Drama “Said-e-Hawas”. By Agha Hashr
4. Drama Kheti. By: Prof. Md. Mujeeb
5. Bengal mein Urdu. By: Wafa Rashidi
6. Mashraqi Bengal mein Urdu. By: Iqbal Azim

English (ENG1)**Class XI**

1. Total Classes Per Week: 3	Theoretical: 2	Project/Tutorial:1
2. Total Classes Per Year:108	Theoretical: 72	Project/Tutorial:36
3. Total Marks: 100	Theoretical: 80	Project:20

I. Topics**Theoretical And Project Work****(80 Marks + 20 Marks)**

1. Prose: 20 Marks
2. Poetry: 20 Marks
3. Drama (One-act Play): 10 Marks
4. Rapid Reader (Comprehension): 10 Marks
5. Textual Grammar: 10 Marks
6. ESP (Personal Letter Writing/Official Letter Writing/Paragraph Writing): 10 Marks
7. Project Work : 20 Marks

Total: 100 Marks

II. Detailed Content And Period Allocation**A. Theoretical:****1. Prose** 15 Periods

- i. “Lalajee” By Jim Corbett
- ii. “Cinderella” - Traditional
- iii. “The School That I Would Like” By William

2. Poetry

- i. “The Solitary Reaper” by William Wordsworth 9 Periods
- ii. “In Time of ‘The Breaking of Nations’” by Thomas Hardy
- iii. “The Owl” by Edward Thomas

3. Drama (One-Act Play) 10 Periods

“The Death-trap” By H. H. Munro (Saki)

4. Rapid Reader 12 Periods

“My Boyhood Days” By Rabindranath Tagore

5. Textual Grammar 16 Periods

- i. Narration Change
- ii. Voice Change
- iii. Transformation of Sentences
- iv. Joining / Splitting
- v. Filling in the blanks with correct forms of given verbs

6. English For Special Purpose (ESP) 10 Periods

- i. Personal Letter Writing (Within 120 Words)
- ii. Official Letter Writing (Within 120 Words)
- iii. Paragraph Writing (Within 120 Words)

B. Project/Tutorial:**1. Project Work**

- i. Interview of a teacher / a member of the staff of the school / a member of the family / imaginary interview of a famous person, whether past or present
- ii. Picture description 10 Periods

- iii. Autobiography of a non-living object, e.g. a pen / a coin / a book etc.

Note: For Project Work In Class XI, one out of the three above.

2. Tutorial

26 Periods

On theoretical work, specially Textual Grammar and ESP

III. Question Pattern And Marks Allotment

A. Theoretical: 80 Marks

1. Prose: 20 Marks

MCQ (4 Alternatives)	Word limit not applicable (4 out of 4)	$1 \times 4 = 4$ Marks
SAQ (6 Out of 10)	In a single sentence	$1 \times 6 = 6$ Marks
DAQ	In about 75 words (2 out of 3)	$5 \times 2 = 10$ Marks

2. Poetry: 20 Marks

MCQ (4 Alternatives)	Word limit not applicable (4 out of 4)	$1 \times 4 = 4$ Marks
SAQ	In a single sentence (6 out of 10)	$1 \times 6 = 6$ Marks
DAQ	In about 75 words (2 out of 3)	$5 \times 2 = 10$ Marks

3. Drama: 10 Marks

MCQ (4 Alternatives)	Word limit not applicable (3 out of 3)	$1 \times 3 = 3$ Marks
SAQ	In a single sentence (2 out of 4)	$1 \times 2 = 2$ Marks
DAQ	In about 75 words (1 out of 3)	$5 \times 1 = 5$ Marks

MCQ : Multiple Choice Questions

VSA : Very Short Answer Type Questions

ET : Essay Type Questions

4. Rapid Reader: 10 Marks (Only Comprehension Passage)

Rearrange	5 Marks
True/False	$1 \times 3 = 3$ Marks
Table completion	$1 \times 2 = 2$ Marks

5. Textual Grammar: 10 Marks

Narration change	1 Mark
Voice change	1 Mark
Transformation of sentences	$1 \times 3 = 3$ Marks
Joining/ Splitting	$1 \times 2 = 2$ Marks
Filling in the blanks with correct forms of given verbs	$1 \times 3 = 3$ Marks

6. ESP: 10 Marks

Personal letter writing (within 120 words)	10 Marks
Official letter writing (within 120 words)	10 Marks
Paragraph writing (within 120 words)	10 Marks

All three to be set as questions. Any one to be attempted

B. Project Work: 20 Marks

- i. Interview of a teacher / a member of the staff of the school / a member of the family / imaginary interview of a famous person, whether past or present
- ii. Picture description
- iii. Autobiography of a non-living object, e.g. a pen / a coin / a book etc.

Note: For Project Work in Class XI, one out of the three above.

Word Limit For Project Work: 800 - 1000 Words.

English (ENG2)

Class XII

1. Total Classes Per Week: 5	Theoretical: 2	Project/Tutorial: 3(1+2*) <i>*2 periods for developing communicative skills in English</i>
2. Total Classes Per Year: 180	Theoretical: 72	Project/Tutorial: 36 Developing communicative skills in English : 72
3. Total Marks: 100	Theoretical: 80	Project: 20

I. Topics

Theoretical and Project work

(80 marks + 20 marks)

1. Prose: 20 Marks
2. Poetry: 20 Marks
3. Textual Grammar: 10 Marks
4. ESP (Personal Letter Writing/Official Letter Writing, CV (Curriculum Vitae) Writing/ Report Writing, but no newspaper report): 10 Marks
5. Unseen Comprehension: 15 Marks
6. Project Work (Internal): 20 Marks

TOTAL: 100 MARKS

B. Developing Communicative Skills in English

(No marks allotted)

Beside being an independent area for developing communicative skills, this is also an area for preparation for Project Work and for developing skills in writing ESP items.

1. To develop listening and speaking skills.
 - (i) **Listening Skill** – Teachers will read out a passage to the students three times — first time for listening, second time for writing down and third time for verifying, after which teacher will assess the listening skill of the students by examining the scripts of the students. The passages are to be selected by the teacher from school textbooks of a comparable level, or newspapers, magazines, journals etc., so as to be

accessible by the students within their vocabulary capacity. The scripts of the students should be carefully preserved by the institutions.

- (ii) **Speaking Skill** – Teachers will ask the students to read out a passage, and the teachers will assess the speaking skill of the students. The passages are to be selected by the teacher from school textbooks of a comparable level, or newspaper, magazines, journals etc., so as to be accessible by the students within their vocabulary capacity. Passages given to the students for reading out should be carefully preserved by the institutions.

Note: *Students shall be tested on listening and speaking skills - the two components of the Project Work of 20 marks.* (Refer to B. Project Work under III. Question Pattern and Marks Allotment)

2. To Practise the items in English for Special Purpose (ESP).

- (i) Personal Letter Writing (ii) Official Letter Writing (iii) CV Writing (iv) Report Writing (No Newspaper Report).

Note: *ESP to be tested in the theoretical part of 80 marks.* (Refer to III.A.4)

II. Detailed Content and Period Allocation

A. Theoretical:

1. Prose 15 periods

- i. “Three Questions” by Leo Tolstoy
- ii. “The Parrot’s Training” by Rabindranath Tagore
- iii. “The Face of Judas Iscariot” by Bonnie Chamberlin

2. Poetry 10 periods

- i. “I Remember, I Remember” by Thomas Hood
- ii. “Break, Break, Break” by Lord Tennyson
- iii. “The Send-off” by Wilfred Owen

3. Textual Grammar 20 periods

- i. Narration change
- ii. Voice change
- iii. Transformation of sentences
- iv. Filling in the blanks with articles and prepositions
- v. Correction of errors

4. English for Special Purpose (ESP) 12 periods

- i. Personal Letter Writing (within 120 words)
- ii. Official Letter Writing (within 120 words)
- iii. CV Writing (within 120 words)
- iv. Report Writing (NO *NEWSPAPER REPORT*)
(within 120 words)

5. Unseen Comprehension 15 periods

B. Project/Tutorial:**1. Project Work**

10 Periods

- i. Listening Skill
- ii. Speaking Skill

2. Tutorial

26 Periods

On theoretical work, specially on textual questions and textual grammar

3. Developing Communicative Skills in English:

- i. Developing Listening Skill 24 Periods
- ii. Developing Speaking Skill 24 Periods
- iii. Practice of ESP items 24 Periods

III. Question Pattern And Marks Allotment

Total Marks: 100 (Theoretical:80, Project Works: 20)

A. Theoretical:**1. Prose: 20 Marks**

MCQ (4 Alternatives)	Word limit not applicable (4 out of 4)	$1 \times 4 = 4$ Marks
SAQ	In a single sentence (6 out of 8)	$1 \times 6 = 6$ Marks
DAQ	In about 75 words (2 out of 3)	$5 \times 2 = 10$ Marks

2. Poetry: 20 Marks

MCQ (4 Alternatives)	Word limit not applicable (4 out of 4)	$1 \times 4 = 4$ Marks
SAQ (6 out of 8)	in a single sentence	$1 \times 6 = 6$ Marks
DAQ (2 out of 3)	in about 75 words	$5 \times 2 = 10$ Marks

3. Textual Grammar: 15 Marks

Narration Change	$1 \times 2 = 2$ Marks
Voice Change	1 Marks
Transformation of Sentences	$1 \times 6 = 6$ Marks
Filling in the Blanks With Articles and Preposition	$1 \times 3 = 3$ Marks
Correction of Errors	$1 \times 3 = 3$ Marks

4. ESP: 10 Marks

Personal Letter (within 120 words)	10 Marks
Official Letter (within 120 words)	10 Marks
CV Writing (within 120 words)	10 Marks
Report Writing (No Newspaper report) (within 120 words)	10 Marks
<i>Any three out of the four above to be set as questions, any one to be attempted</i>	

5. Unseen Comprehension: 15 Marks

Rearrange	5 Marks
True/False	$1 \times 4 = 4$ Marks
Table Completion	$2 \times 3 = 6$ Marks

B. Project Work : 20 marks

i. Test of Listening Skill	10 Marks
ii. Test of Speaking Skill	10 Marks

Entrepreneurship Development & Computer Application (EDCA)

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 8	Th=4	Practical/Project=4
Total classes per year: 288	Th=144	Practical/Project = 144
Total marks: 100	Th= 50	Practical = 25 Project = 25

Course Contents:

Theory:

Group A (Entrepreneurship Development)

Theory (25 marks, 72 Periods)

Module I : Overview and definition of Entrepreneurship

[Period - 6]

- Content:**
1. Definition of Entrepreneurship
 2. Definition of Entrepreneur
 3. Qualities of an Entrepreneur
 4. Creativity and Risk-taking

Module II : Basic forms of Small Business

[Period -14]

- Content:**
1. Sole Proprietorship - Advantages & disadvantages
 2. Partnership - Advantages & disadvantages
 3. Corporations- Advantages & disadvantages
 4. Special forms of business -
(i) Franchises (Home based and Web bascd), (ii) Self-help Group
 5. Reasons for success / failure of small business

Module III : Legal Requirements for starting a small business

[Period -16]

- Content:**
1. Government Policies
 2. Government incentives to small businesses
 3. Licensing
 4. Clearance from Pollution Control Board
 5. Others

Modulc IV : Managerial Requirements for starting a small business**[Period - 22]**

- Content:**
1. Planning
 2. Financing
 3. Marketing
 4. Human Resource Development
 5. Accounting

Module V : Contents of a Project Report for starting a Business**[Period -14]**

1. Narrc of the Applicant
2. Address of Communication
3. Name ofthe Proposed Enterprise (If Decided)
4. Proposed Location of Enterprise
5. Category of Enterprise
 - (i) Micro
 - (ii) Small
 - (iii) Medium
6. Nature of Activity
 - (i) Manufacture
 - (ii) Service
7. Nature of Operation
 - (i) Perennial
 - (ii) Seasonal
 - (iii) Casual
8. Type of Organisation
 - (i) Proprietary
 - (ii) Partnership
 - (iii) Self-help Groups
 - (iv) Others
9. (a) Main Manufacturing/Service Activity
 - (b) Products to Be Manufactured/Service to Be Provided
10. (a) Proposed Investment In Fixed Assets [Rupees In Lakh]
11. Installed Capacity (Proposed) per Annum
 - (i) Quantity
 - (ii) Unit
12. Power Load (Anticipated)
13. Other Sources of Energy/Power
14. Expected Employment

15. Expected Schedule of Commencement of Production/Activity

16. Entrepreneurs' Profile:

(i) Name (ii) Gender (iii) Community (iv) Knowledge Level

Reference Book :

1. Entrepreneurship Development (in English) - S. Anil Kumar- Jain Book Agency
2. Entrepreneurship Development & Management (in English) - Dr. A. K. Singh
3. Entrepreneurship and Small Business Development (in English) - Kiran Sankar Chakraborty
4. Entrepreneurship Development & Computer Applications (in English & Bengali, bilingual version)- Bhagabati Publications

Group B (Computer Applications)

Theory (25 Marks, 72 Periods)

Unit 1: Introduction to Computer Systems

(Periods 22)

- Definition of Computers
 - Features of Computers
 - Functions of Computers
- Evolution of Computers
 - Abacus, Napiers Bone, Pascaline, The Babbage Machine
- Generations of Computers
 - First, Second, Third, Fourth and Fifth Generations of Computers
- Classifications of Computers (Concept only)
 - Analogue, Digital, Hybrid Computers
 - Mainframe and Super Computers
 - Mini, Micro, Laptop Computers
 - Computer Systems
 - Hardware, Software, Data & Information, People
- Computer Organization
 - Block Diagram of a Computer
 - Central Processing Unit: CU, ALU
 - The Bus : Data and Address Bus

- Input Devices
 - Keyboard, Mouse, Scanner, OMR, OCR, Barcode Reader, Joystick, Light Pen
- Output Devices
 - Monitor, Printer, Plotter
- Computer Memory
 - Cache, Primary, Secondary Memory

Unit 2 : Number Systems and Computer Codes**(Periods 24)**

- Concept Non-positional Number System
 - Roman Number System
- Concept Positional Number System
 - Binary, Octal, Decimal and Hexadecimal Number System
- Inter-conversion between the Number Systems
- Arithmetic
 - Addition, Subtraction, Multiplication and Division of Binary Numbers
- Complements: 1's and 2's Complements, Binary Addition and Subtraction using 1's and 2's Complement methods
- Representation of Numbers: Integer and Floating Point Representation
- Integer and Floating Point Arithmetic
- Computer Codes
 - BCD, ASCII, Gray, Excess-3 Code

Unit 3: Computer Software and Programming Languages**(Periods 26)**

- Definition of Software
- Classification of Softwares
 - System Software
 - Translator: Compiler, Interpreter, Assembler
 - Operating Systems
 - Definition and functions of OS
 - Classification: Single User, Multi User, Multiprogramming, Timesharing Operating System (Definitions only)
 - Booting: Cold and Warm Booting (Definitions only)
 - Concept of GUI and CUI
 - MS DOS: Popular Internal and External Commands only
 - Concept of Windows OS (Windows 2007 and Compatible)

- Application Software
- Concept of Problem Solving
 - Algorithm, Flowchart (Definitions and Examples)
- Concept of High and Low Level Languages

Reference Book:

1. Fundamentals of Computers - McGraw Hill Education, Balagurusamy
2. Fundamentals of Computers - Oxford University Press, by Thareja
3. Fundamentals of Computers - PHI Pvt. Ltd., by Rajaraman

Project - (25 Marks, 36 Periods)**Entrepreneurship Development**

1. Every student should exercise the “Entrepreneurship Readiness Questionnaire” to assess the Entrepreneurial Potential in him.

The assessment is to be made by the student himself or herself, and is required to be ratified by the subject teacher.

Entrepreneurship Readiness Questionnaire

[Period -18, Marks allotted-10]

Purpose :

This exercise is intended to assess the subtle qualities of a student. Not everyone is cut out to be an entrepreneur. The fact is, there are certain traits, however, that seem to separate those who will be successful as entrepreneurs from those who may not be. This questionnaire will help to determine in which category a student fits better.

Each student is required to put a tick (✓) mark for each question which best describes his/her traits.

Markings:

- For Question numbers 01,02,06,08,10,11,16,17,21,22,23
One mark for each tick mark is to be awarded to a student if his/her responses to these questions fall under “Agree Completely” and “Mostly Agree”. No marks will be awarded for this group of questions if the responses fall under “Partially Agree”, “Mostly Disagree” or “Disagree Completely”.
- For Question numbers 03,04,05,07,09,12,13,14,15,18,19,20,24,25
One mark for each tick mark is to be awarded to a student if his/her responses to these questions fall under “Mostly Disagree” and “Disagree Completely”. No marks will be awarded for this group of questions if the responses fall under “Agree Completely”, “Mostly Agree” or “Partially Agree”.

Ques. No.	The Question	Agree Completely	Mostly Agree	Partially Agree	Mostly Disagree	Disagree Completely
01.	I am generally optimistic					
02.	I enjoy competition and always try to do things better than my competitor					
03.	In solving a problem, I always try to get the best solution first and do not worry about other solutions of the problem					
04.	I enjoy association of my friends after school hours and attending local club every evening					
05.	If I am asked to bet for an event, I try to bet in favour of that outcome which may earn maximum profit for me					
06.	I like setting my own goals and working hard to achieve them					
07.	I am generally casual and do not take anything seriously					
08.	In taking action for any event, I first like to know what is going on in that event: that is I do not take any action without having strong idea on the event					
09.	I work best under the guidance of someone else					
10.	I can convince others, if I am in right position					
11.	I find that other people/friends frequently waste my time					
12.	I enjoy watching football, cricket and other sports events					
13.	I tend to communicate about myself openly with other people					
14.	I do not mind following orders from any person, elder or younger, who has authority to order me (e.g. to follow the order of the captain of your school team, to which you are also a member, and the captain may be older than or younger to you)					

Ques. No.	The Question	Agree Completely	Mostly Agree	Partially Agree	Mostly Disagree	Disagree Completely
15.	I enjoy more in planning things and less in executing plans					
16.	I donot like to bet on any event that has more chance to occur					
17.	If my attempt to any action fails, I quickly shift to something else and do not stick to the failed action					
18.	To become successful in business, I think enough time should be kept reserved for my family members/friends					
19.	When I earn some money, I donot use it for unnecessary causes, rather I keep it secured for use in future emergencies					
20.	I think that making a lot of money is a turning point in life					
21.	If a problem has a number of alternatives, solving that problem becomes more effective					
22.	I enjoy impressing others with the things that I can do very well					
23.	I enjoy playing carrom, chess, badminton, cards etc. with a person/friend who plays better than me					
24.	In business dealings, I think moral ethics of a person must be bent a little to get things done					
25.	I think that good friends always make another good					

Result:

Your Score	Your Entrepreneurial Potential
21- 25	You have great entrepreneurial potential
16 - 20	You could be quite successful entrepreneur if your other talents and resources are right
11 - 15	You are in transitional range. With some serious work you can probably develop the outlook you need for running your own business
06 - 10	Your entrepreneurial potential is doubtful. It would take considerable re-arrangement of your life philosophy and behavior to make it
00 - 05	Entrepreneurship is not really for you.

2. Visit the owner of a small business in your locality. Collect data/information from the business person with regard to the following points -
 1. Type of business
 2. Type of customers (e.g. for business dealing with educational stationery, customers are mainly school and college students etc.)
 3. Sources of raw materials
 4. Monthly / annual sales (approximate figures)
 5. Monthly / annual profit (approximate figures)
 6. Threats to the business (like funding, nearest competitor, obsolescence of the product etc.)
 7. Opportunities to the business
 8. Future plans

OR

3. Collect the story of a successful entrepreneur from magazines, journals or through Internet. Read his/her success stories and write an essay on the fact highlighting following points -
 1. What motivated the person to start his/her own business?
 2. How the entrepreneur selected the type of business?
 3. What were the obstacles the entrepreneur faced at the beginning?
 4. How the entrepreneur overcame the obstacles?
 5. What did you learn from the story?

You can take the examples of Great Indian Entrepreneurs from internet by searching

1. Successful Indian Entrepreneurs
2. Success stories of small entrepreneurs
3. Successful Woman Entrepreneurs and so on

[Period -18, Marks - 15]

Practical : (25 Marks, 108 Periods)

Computer Applications

- Windows OS (MS Windows 2007 or Compatible)
 - Starting and Shuting down Windows
 - Working with Taskbar, Control Panel and Desktop Icons
 - Changing Desktop Background
 - Locking or Unlocking, Hiding or Unhiding Taskbar
 - Working with Windows Search and Help
 - Working with Windows Libraries and Wndows Explorer
 - Managing Files and Folders
 - Working with Windows Accessories
- DOS: Working with MS DOS Commands as in theory part
- Word Processing (MS Word 2007 or Compatible)
 - Creating, Opening, Editing, Formatting and Saving Word Document
 - Working with Page Setup, Headers and Footers
 - Inserting Clip-Art, Word-Art, Auto Shapes, Picture, Symbols, Equation
 - Working with Table Insertion, Spelling and Grammar Check
 - Working with Mail Merge and Macros
 - Working with Printer Setup and Document Printing
- Spread Sheet (MS Excel 2007 or Compatible)
 - Creating, Opening, Editing and Saving Word
 - Changing Rows and Column Width
 - Formatting Cells and Entering values
 - Use of In-built Commands
 - SUM, PRODUCT, AVERAGE, MAX, MIN, COUNT, IF, OR, NOT, DATE, TIME, UPPER, LOWER
 - Working with Auto Fill, Conditional Formatting
 - Sorting and Filtering Data
 - Working with Charts
- The Internet
 - Browsing the Internet
 - Using Search Engines
 - Creating and accessing E-mails
 - Sending /Receiving mails with attachments

Environmental Studies (ENST)**Class XII****Total of weeks for classes/year: 36****Classes per week: 2****Total classes per year: 72****Th=58****Project = 14****Total marks: 100****Th= 80****Project = 20****Unit Wise Distribution of Marks and Periods**

	Unit	Marks	No. of Periods
	I	05	04
	II	06	05
	III	08	06
	IV	06	04
	V	08	05
	VI	10	08
	VII	10	08
	VIII	06	04
	IX	07	05
	X	06	03
	XI	06	04
	XII	02	02
Total	12	80	58

Course content :**Theory :****Unit I Introduction**

- i What is environment
- ii Physical, Biological and Social Environment
- iii Perception of environment in ancient India
- iv Indian society and environment: Indian heritage, custom and culture

Unit II Man and Environment-A

- i Origin of Earth - evolution of its land, ocean and atmosphere
- ii Development of Life - its impact on atmospheric composition - emergence of terrestrial life - emergence of homosapien sapiens
- iii Earth - a dynamic system - present day environment is a result of continuing geological and life processes and interaction between them.
- iv Anthropogenic activities and their impact on environment
- v Impact of human activities on environment since industrial revolution.

Unit III Man and Environment-B

- i Urban and rural environment
- ii Impact of urbanisation on environment
- iii Impact of development on environment
- iv Impact of population on environment
- v Impact of poverty on environment
- vi Impact of bad habits (e.g. spitting, responding to nature's call in the open) and superstition on environment
- vii Wanton destruction of environment for personal greed
- viii Degradation of natural wealth by human activities
- ix Importance and need of environmental studies.

Unit IV Disaster and Environment

- i Impact of Natural Disasters - earthquakes, volcanic eruptions, forest fires, cyclones, typhoons, hurricanes, tornados, floods, landslides.
Impact of Man Made Disasters -
Destruction of Hiroshima and Nagasaki by atom bomb,
- ii Bhopal Gas Tragedy, Chernobyl accident and Minamata disease.

Unit V Environmental Pollution - A

- i Pollution and pollutant
- ii Air Pollution - pollutants (solids, liquids and gases) and their sources, adverse effects of air pollution, control of air pollution
AIR QUALITY
Smog - classical smog and photochemical smog, condition for photochemical smog event, selected photochemical smog species, adverse effects of photochemical smog, control
- iii Land Pollution - pollutants and their sources, adverse effects and control
- iv Water Pollution - pollutants and their sources, adverse effects and control.
Quality of drinking water

Unit VI Environmental Pollution - B

- i Acid Rain - causes of acid rain, adverse effects and control
- ii Greenhouse Gases - their sources, greenhouse effect and global warming, effects of global warming, measures to control global warming.
- iii Ozone Layer - its range and importance, how it prevents harmful uv radiation from falling on earth.
Depletion of ozone layer - causes and effects.
Antartic and Arctic so called “ozone hole” - its adverse effects.
- iv Adverse effects of tobacco smoking including indoor tobacco smoking
- v Adverse effects of e-wastes and plastics on environment
- vi Radiation pollution
- vii Noise pollution
- viii Odour pollution, pollen pollution
- ix Thermal pollution
- x Metal pollution - Cr, Cu, Zn, Cd, Hg, Pb - their sources and adverse effects

Unit VII Environment Conservation

- i Importance of environmental conservation
- ii Conservation of biodiversity
- iii Conservation of forests
- iv Conservation of wild life
- v Conservation of soil
- vi Conservation of wet-lands
- vii Role of society in the environmental conservation.

Unit VIII Energy and Environment

- i Energy and civilisation
- ii Use of conventional sources of energy - coal, petrol, diesel, wood adverse effects on the environment.
- iii Use of atomic energy - advantages and disadvantages
- iv Use of non-conventional and renewable sources of energy - advantages.

Unit IX Sustainable Development

- i The concept of sustainable development
- ii Sustainable industry
- iii Sustainable agriculture

Unit X Environment - Related Movements in India

- i Introduction
- ii Chipko movement
- iii Save Normada Movement
- iv “Silent Valley” Movement

Unit XI International Conferences of Human Environment

- i Stockholm Conference, 1972
- ii Earth Summit Conference, 1992
- iii Montreal Protocol, 1987
- iv Kyoto Protocol, 1997
- v Conference of the Parties (Cop21), Paris, 2015

Unit XII The Green Bench

- i What is Green Bench
- ii Jurisdiction of Green Bench

Project :**Full Marks: 20****No. of Periods: 14**

The students will have to undertake a PROJECT. They may choose the topic of PROJECT in consultation with their teachers. As examples, a few topics are given below:-

- 01 Domestic solid and liquid disposals in a specified locality
- 02 Month wise average temperature for the last five years
- 03 Month wise average rain-fall for the last five years
- 04 Drainage system in a specified locality
- 05 Impact of road widening on plant population
- 06 Rain-water harvesting
- 07 TV viewing and exposure to extra radiation
- 08 Hazards of drinking water containing arsenic above safe limit
- 09 Importance of wet land
- 10 Occupational health hazards
- 11 e-waste and plastic disposal
- 12 Impact of urbanisation on biodiversity

**Vocational Subjects
&
Academic Elective Subjects
Class XI**

Retail Management & E-commerce – I (REM1) Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 7	Th=3	Project=4
Total classes per year: 252	Th=108	Project =144
Total marks: 100	Th= 50	Project = 50

Group A (Retail Management)

Theory

- Basic Knowledge of Management: (5 M / 12 P)
Definition; Importance; Management & Administration; Is Management A Profession?; Management – a Human Process.
- Retail Management: (20 M / 42 P)
 - Retailing: Concept; Characteristics; Importance and Functions; Difference between Retail Trade & Wholesale Trade with examples.
 - Concept of different types of retailing – store based retailing, non-store based retailing and virtual retailing (online).

Group B (E-commerce – I)

Theory

- Overview Of Electronic Commerce (E-commerce): (10 M / 22 P)
Concept; Features; Functions; E-Commerce V/S Traditional Practices; Scope & Limitations Of E-Commerce; E-Commerce & E-Business; Basic knowledge of Mobile Commerce.
- Forms of E-Commerce: (15 M / 32 P)
Fundamental knowledge about Business to Business(B2B) E-Commerce, Business To Consumer(B2C) E-Commerce, Consumer To Consumer(C2C) E-Commerce and Business to Government (B2G) E-Commerce.

Marks Allotment:

Objective type: $(1 \times 5) + (1 \times 5)$ (To be answered ten questions out of $2 \times 6 = 12$ questions).

Descriptive type: $(10 \times 4) = 40$; (To be answered total four questions out of $2 \times 4 = 8$ questions taking two questions from each Group)

Project

(Retail Management)

Field visit: Students should visit at least 3(three) retail stores, note down the nature and process of activities generally followed by them and prepare a report with a comparative analysis.

Reference Books:

1. Retailing Management – Swapan Pradhan (Tata Mcgraw Hill)
2. Retail Management (Text and Cases) – U C Mathur (Deep & Deep Publications)
3. E-Commerce: An Indian Perspective – S. J. Joseph (Prentice Hall)
4. Concepts of E-Commerce – Pandey Adesh. K (S.k. Kataria & Sons)

Marketing Management – I (MRM1)

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 7	Th=3	Project=4
Total classes per year: 252	Th=108	Project =144
Total marks: 100	Th= 50	Project = 50

Course Contents :

Theory :

Unit-I (10 M / 20 P)

Marketing: Meaning, Nature And Scope, Functions, Marketing V/S Selling, Traditional V/S Modern Marketing.

Unit –II (10 M / 20 P)

Marketing Management: Definition, Philosophy, Effect Of Globalisation, Growing Relevance In India

Unit –III (30 M / 68 P)

Marketing Mix: Concept, Elements, and Effect Of Market Forces.

Product: Concept, Branding, Labeling & Packing

Price: Factor determining price

Place: Concept of Physical Distribution, Channels of Distribution, Choice of Channels.

Promotion: Concept, Elements, Role of Advertisement, Advertisement & Personal Selling, Publicity.

Marks Allotment:

Objective Type: $(1 \times 10) = 10$ (To be answered ten questions out of twelve)

Descriptive Type: $(8 \times 5) = 40$; (To be answered total five questions out of eight)

Project

Prepare a project report on the following:

1. Misleading Advertisement: Students need to collect 3 misleading advertisements, note down specific objections therein and prepare a comparative and analytical project.

OR

2. Collect information relating to sales promotion techniques adopted by three reputed organisations/ companies and prepare a comparative and analytical project.

Reference Books:

1. Marketing Management – R. Jayaprakash Reddy (APH Publishing Corporation)
2. Marketing – Dr. R. Rajan Nair (Sultan Chand & Sons)
3. Modern Marketing Principles And Practices – S. Sherlakar (Himalaya Publishing House)
4. Principles Of Marketing And Salesmanship – J C Sinha (R. Chand & Co.)
5. Marketing Management: Text And Cases – Dr. N. Rajan Nair & Dr. C B Gupta (Sultan Chand & Sons)

Practical Taxation I (PTX1)**Class XI**

Total no. of weeks for classes / Year:	36	
Classes per week: 7	Th=3	Project=4
Total classes per year: 252	Th=108	Project =144
Total marks: 100	Th= 50	Project = 50

Course Contents**Theory :****Unit I - Basic Concepts : (10 M / 22 P)**

Assessee, Person, Assessment Year, Previous Year, Income, Heads of Income, Gross total Income, Net Taxable Income - Residential Status and Tax Incidence (Individual Assessee Only) (ii) Agricultural Income [Sec 10(I)],

Unit II - Income from House Property (10 M / 22 P)

Basis of charge, 'Owner' of the property, Computation of Income from let out house property, Computation of Income from 'One' Self occupied house [excluding interest for pre-construction period].

Unit III - Income from Salary (10 M / 20 P)

Basis of Charge. Allowances :Basic, D.A, Bonus, Medical Allowances, House Rent Allowance, Transport Allowance, Children Education Allowance.

Perquisites : Motor Car, Rent Free Furnished Accommodation, Medical Facilities, Interest free or concessional Loan.

Unit IV - West Bengal Value Added Tax (10 M / 22 P)

Concept, Features of VAT, Input Tax, Output Tax, Registration of dealers, Filling of Return, Tax-Invoice, Computation of VAT, Submission of Return.

Unit V - Service Tax (10 M / 22 P)

Introduction, Salient features of Service Tax, Charge of Service Tax, Value of Taxable Services, Registration for Service Tax, Payment of Service Tax, Submission of Return.

Marks Allotment :

Objective type: (1×10)=10 (To be answered ten questions out of twelve)

Descriptive type: (8×5)= 40; (To be answered total five questions out of eight)

Project :**Any Four of the following :**

- (i) Visit an office, collect salary particulars of three individual employees, compute the net income from salary of all of them and prepare a report.
- (ii) Select any house having both let out and self-occupied units, collect the necessary information from the owner of the house and prepare a report on the computation of income from house property.
- (iii) Gather information from a dealer of goods in West Bengal whose turnover for the preceding financial year was above the taxable limit and compute his (a) Input Tax, (b) Output Tax, (c) Net VAT payable.
- (iv) In respect of a dealer of taxable goods in West Bengal whose turnover for the last financial year has exceeded the minimum taxable quantum, you are to make out an application for VAT Registration in compliance with necessary formalities.
- (v) During the preceding financial year the turnover of a reputed beauty parlour in Kolkata has exceeded the minimum limit which is not taxable. You are to: (i) make out an application for Service Tax Registration in compliance with necessary formalities, (ii) submit a return of Service Tax in respect of the aforesaid service provider with imaginary figures.

Reference Books:

- 1. Paribyai o Aiykar – Basu & Nayak
- 2. Income Tax - Taxman

Library & Information Science-basics, Social Aspect & Resources (LISB)

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 7	Th=3	Project=4
Total classes per year: 252	Th=108	Project =144
Total marks: 100	Th= 50	Project = 50

Course Contents

A) Basics of Library

Marks-15/ Periods = 32

Theory :

- Library- its objectives and different kind of services
- Information centre- main difference with conventional library.
- Social function of libraries- Services to the communities by providing information and educations.
- Ethics of Librarianship: duties to the readers, to the documents & to the profession.
- Laws of Library Science with special emphasis on Ranganathan's Five Laws.
- Brief explanation- how the 5 laws are applicable to a library.
- Different types of library with example: Public Library, Academic Library, Special Library & National Library
- Resource sharing- definition, Why & How?

Project:

Visit a few Public libraries to have a knowledge how different section of communities including children are helped in various ways and how the library extension service works.

Periods = 40

B) Library Legislations And Information Resources

Marks-15/Periods = 32

Theory :

- Library Legislation- concept & objective
- Library legislation in Bengal & other Indian states- brief idea
- Role and Activities of Library Associations with emphasis on BLA, IASLIC & ILA
- Institutions & Organisations involved in development of Library & Information Sc. in India viz. NASSDOC, DRTC, NISDOC, DESIDOC, NISCAIR, RRRLF, NISSAT, DELNET, INFLIBNET etc.

- Information source: Documentary & Non documentary
- Human, Institutional & Media resources

Project:

Going through West Bengal Library Legislation. Visit BLA & IASLIC

Periods = 52

C) General Office Function & Communication Skills

Marks-10/Periods = 20

Theory :

- Records of books & other non- book materials
- Cost Record, Service Record, Administrative Records.
- Correspondences. Filing works. Store, Stationary & Printing
- Annual Report, Library Statistics.
- Communication Skill- What & Why?
- Preparing for interview- Profile, Portfolio, job Interview.
- Work Place Skill- Presentation, Telephone, Group Discussion.

Project:

Visit any office to see the various filing system and registers.

To prepare curriculum Vitae of self and write at least 5 letters to Publisher , Book supplier, Member On the relevant matters.

Periods = 30

D) Circulation and Stacking of documents

Marks-10/Periods = 24

Theory:

- Main Components of circulation job
- Charging and Discharging system- different methods.
- Modern automated circulation system. Inter- Library Loan- what & why?
- Shelving methods- different arrangement.
- Different tools required for shelving. Weeding out. Open versus Closed access.
- Self Rectification and its necessity. Stock Verification- different methods

Project:

To visit an academic library to observe circulation & shelving system

Periods = 22

Marks Allotment:**Theory:**

Objective type: $(1 \times 10) = 10$ (To be answered ten questions from twelve questions)

Descriptive type: $(8 \times 5) = 40$; (To be answered total five questions out of eight questions)

Reference Books:

- | | | |
|---|--|----------------------------|
| ১. গ্রন্থাগার বিজ্ঞান পরিচয় | - পীযুষ মহাপাত্র ও ভুবনেশ্বর চক্রবর্তী | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ২. গ্রন্থাগার ও গ্রন্থাগাবিক | - পীযুষ মহাপাত্র ও ভুবনেশ্বর চক্রবর্তী | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ৩. গ্রন্থাগার ও সমাজ | - ভুবনেশ্বর চক্রবর্তী | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ৪. সাধারণ গ্রন্থাগার আইন | - একটি তুলনামূলক আলোচনা | - অনিতা ভট্টাচার্য |
| ৫. তথ্য : উৎস ও পরিষেবা | - দীপক কুন্ডু ও বিপ্লব চক্রবর্তী | - প্রগতিশীল প্রকাশক |
| ৬. Library and Society
- an introduction | - Dr. Nivedita Bhattacharya Sahu | - Mitram, Kol |

Organising And Maintaining Information In A Library & Information Centre (LISO)

Class XI

Total no. of weeks for classes / Year: 36

Classes per week: 7

Th=3

Project=4

Total classes per year: 252

Th=108

Project =144

Total marks: 100

Th= 50

Project = 50

Course Contents

A) Library Classification

Marks-20/Periods = 40

Theory :

- Definition, Purpose and function of Library Classification
- Important Classification schemes, viz. DDC, UDC, CC and LCC- short introduction.
- Extension, Intension, Natural and Artificial classifications.
- Knowledge & Book Classification- concept.
- Classification procedure after accessioning of documents.
- Class number, Book no. , Collection no. & Subject Headings- their tools.
- ISBN & ISSN- a brief account
- Notations- definition. Qualities of a good notation.
- DDC-history and brief knowledge. Staff Manual- what & why?

Project:

Periods = 50

Classification of at least 30 various types of documents using DDC- 11th abridged edition.

Giving Call no. of at least 10 documents.

B) Library Cataloguing & Indexing

Marks-20/Periods = 40

Theory :

- Definition, Objective and Function of Library Catalogue.
- Difference among Catalogue, Shelf List, Accession Register and Bibliography
- Outer form (viz. Book, Sheaf, Card, Computer output) and Inner Form (viz. Classified , dictionary, Alphabetico classed etc.) of catalogue.
- AACR, ISBD- concept. Different types of entries(Main, Added etc.) according to AACR-2.
- Catalogue Code and other cataloguing tools.
- Selective, Descriptive, Simplified and Limited Cataloguing- concept
- Cataloguing of non book materials. Tracing- its utility.

- Jobs involved in the cataloguing section (viz. labeling, pasting etc.)
- Indexing- Definition. Utility. Different Types of Indexing.
- Key word indexing, Chain Indexing- Process. PRECIS & POPSI- very precise concept

Project:**Periods = 60**

To prepare card catalogue for at least 20 books & non book documents. Arrangements in dictionary form of Subject, Title & Author entries.

Chain indexing though DDC(11th ed.) of at least 20 titles of document.

C) Bibliography**Marks-10/Periods = 28**

- Definition and purpose of Bibliography. Bibliography versus Catalogue
- Types of Bibliography- Analytical, Historical & Systematic.
- Different types of Systematic Bibliographies.
- National Bibliography, Trade Bibliographies
- Selective, Personal & Bibliography of Bibliographies
- Union Catalogue. Indexing Service and Abstracting Service
- Compilation and arranging of bibliographies.

Project: Preparation of a selective bibliography of at least 20 documents

Periods = 34**Marks Allotment:**

Objective type: $(1 \times 10) = 10$ (To be answered ten questions from twelve questions)

Descriptive type: $(8 \times 5) = 40$; (To be answered total five questions out of eight questions)

Reference Books:

- | | | |
|--------------------------------|--------------------------------|--|
| ১. বর্গীকরণ | - ভুবনেশ্বর চক্রবর্তী | - ওয়ার্ল্ড প্রেস, কোলকাতা |
| ২. বর্গীকরণ | - রামকৃষ্ণ সাহা | - বেঙ্গল লাইব্রেরী এসোসিয়েশন, কোলকাতা |
| ৩. সূচীকরণ | - রত্না বন্দ্যোপাধ্যায় | - বেঙ্গল লাইব্রেরী এসোসিয়েশন, কোলকাতা |
| ৪. ক্যাটালগ তত্ত্ব | - মহাপাত্র ও চক্রবর্তী | - ওয়ার্ল্ড প্রেস কোলকাতা |
| ৫. গ্রন্থবিদ্যা (bibliography) | - ঐতিহ্য ও উত্তরাধিকার | - ওয়ার্ল্ড প্রেস কোলকাতা |
| ৬. Cataloguing | - Girija Kumar & Krishen Kumar | - Vikash Publisher, Delhi |

Travel, Tourism And Hospitality Management- I (THM1)

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 7	Th=3	Project=4
Total classes per year: 252	Th=108	Project =144
Total marks: 100	Th= 50	Project = 50

Course Contents

Theory

Unit-1 : Introduction to Tourism and Tourism System (10 M / 20 P)

- Meaning, Definition, Scope of Tourism.
- Meaning of - Tourist, traveler, visitor, transit visitor and excursionist.
- Nature of tourism – Service Characteristics.
- Types of Tour packages ; Forms of Tourism
- Impacts of Tourism – Socio-cultural, economic and environmental.
- Barriers to Tourism – Overcoming barriers to tourism.

Unit - 2 : Components of Tourism (10 M / 20 P)

- Accommodation – meaning and role.
- Types of Accommodation – based on facilities, based on location, based on length of stay.
- Meal Plan of booking accommodation.
- Available packages – short trip, weekend trip, long trip.
- Ancillary services – guides, escorts, health services, telecommunication, Foreign Exchange.

Unit – 3 : Tourism Organisations and Trends (10 M / 20 P)

- Role of Ministry of Tourism, Govt. of India; Role of Private Sector and Public-Private Partnership (PPP).
- Role of local bodies, State Tourism Development Corporations, NGOs.
- Factors responsible for growth and development of tourism.

Unit - 4 : Basics on Hospitality Management (10 M / 20 P)

- Meaning of hospitality industry.
- Importance of customer care in hospitality.

- Accommodation, Food and Beverages, Entertainment, Recreation, Relaxation, Functions and Banquets, Security, Seminars, Conferences and Exhibitions.
- Front desk grooming and other essentials – body language.

Unit 5 : Acts and Regulations Applicable to Hospitality Industry**(10 M / 20 P)**

- Workers Compensation, Liquid License, Food & Drugs Regulations, Health & Hygiene, Sale of Goods, Insurance, Environmental Pollution.

Marks Allotment :

Objective type: $(1 \times 10) = 10$ (To be answered ten questions out of twelve questions)

Descriptive type: $(8 \times 5) = 40$; (To be answered total five questions out eight questions)

Project :

1. Visit to a tourism department's office of your city to know the demand, infrastructural facilities, types of tourists visiting different places and prepare a report.

Or

Make a survey on any 10 tourists visiting your state, to know their perceptions about availability of accommodation, transportation and other infrastructural facilities and prepare a report.

2. Visit a hotel, note down the maintenance, cleaning and room services procedures followed there.

Write a detailed report emphasizing on the dusting and polishing techniques, techniques of cleaning furniture, carpets, rooms, air conditioners and routine maintenance of rooms.

Or

Visit two hotels, note down the food and beverages management and security surveillance system followed there and prepare a comparative and analytical report on the same.

Reference Books:

1. Tourism Concepts and Practices (Students Handbook –Class –XI) - Published by CBSE Board (English).
2. An Introduction to Travel and Tourism (English) S. Seth & P. N. Bhat ; Sterling Publishers, New Delhi.
3. Basics of Tourism Management (English) S. N. Mishra & S. K. Saudal ; Excel Books, New Delhi.
4. Basics of Tourism (English) Kamra & Chand ; Kanishka Publisher, New Delhi.

Event Management – I (EVM1)

Class XI

Total no. of weeks for classes / Year: 36

Classes per week: 7

Th=3

Project=4

Total classes per year: 252

Th=108

Project=144

Total marks: 100

Th= 50

Project = 50

Course Contents

Theory :

1. Introduction –

(5M/ 10P)

Understanding event management – Role of the Event Manager – Project management – Strength and weaknesses of the event management profession – Risk management, Crisis management – Planning your career

2. Types of Events –

(5M/ 10P)

Meetings – Conferences – Launch events – Fashion shows – Weddings – Anniversaries – Concerts – Religious events – Exhibitions – Sports events – Fundraisers – Political events – Film premiers – Photo calls

3. Working with clients –

(10M/ 21P)

Planning and preparing for the meeting – Getting to know your client – What does your client need? – Event proposal – Following up – Contracts and terms and conditions

4. Steps for planning an event –

(10M/ 21P)

Target goals and audience – Planning the event: date and time – Budget – Venue – Food and beverage – Transportation – Speakers – Decorations

5. Invitations, Greetings, Dress Code and Seating arrangements –

(10M/ 21P)

Invitations and replies – Greetings etiquette and handshake protocol – Dress code – Table-seating arrangements – Table settings

6. The Event –

(10M/ 25P)

Last-minute preparations – During the event – Business cards and networking – Evaluating the event – After the event: Keeping up with your clients, partners, and guests

Marks Allotment:

Objective type: $(1 \times 10) = 10$ (To be answered ten questions from twelve questions)

Descriptive type: $(8 \times 5) = 40$; (To be answered total five questions out of eight questions)

Project :**Special Event Master Plan****(2000 – 2500 words)**

Prepare a written master plan for a special event. The plan should be comprehensive and detailed including at a minimum the following information: title of the event, purpose and goals of the event, description of the target population, plans for marketing and advertising, detailed description of the nature of the event, organizational and staffing arrangements, financial arrangements (expenses and sources of revenue) and a schedule of major tasks and activities to be followed in planning and conducting the event.

Reference Books:

1. EVENT MANAGEMENT – Sita Ram Singh (Aph Publishing Corporation)
2. EVENT PLANNING AND MANAGEMENT – Diwakar Sharma (Deep & Deep Publications)

Economics And Business Mathematics & Statistics-I (EBM1)

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 6	Th=4	Project=2
Total classes per year: 216	Th=144	Project =72
Total marks: 100	Th= 70	Project = 30

Course Contents

Theory :

Group A (ECONOMICS – I)

Total Marks – 35;

Total Number of Periods - 72

1. Economics - definition , scope and subject matter, micro and macro economics, basic problems of an economy (scarcity, choice and resource allocation), three economic questions (What , how and for whom to produce). Economic systems- capitalist, socialist and mixed economies. Production Possibility Frontier. **(5 M / 8 P)**
2. Utility, marginal utility, diminishing marginal utility, consumers' surplus. Concepts of Cardinal and ordinal utility. Demand - factors affecting demand, demand function, law of demand-exceptions to the law, demand curve and its shifts-market demand curve.

Elasticity - price, income and cross price elasticities of demand (concepts of normal/inferior good, substitute and complementary goods), factors affecting price elasticity of demand, measurement of price elasticity-arc/point elasticities. **(8 M / 20 P)**
3. Production-short run and long run- law of variable proportion and returns to scale, TP,AP, MP curves-their relationship. Revenue - MR, AR, relation between them.

Cost-Fixed and variable, average and marginal, their relation, shapes of different types of cost curves. Long run cost curves.

Supply-factors affecting it, law of supply, individual and market supply curves, elasticity of supply. **(12 M / 24 P)**
4. Concepts of economic growth and economic development. Changing features of Indian economy - trends in NI, savings and investment, sectoral composition of National Income. **(5 M / 10 P)**
5. Challenges in Indian Economy: poverty, unemployment, inflation , black money (causes and policies taken by the government) **(5 M / 10 P)**

Group B (BUSINESS MATHEMATICS AND STATISTICS – I)**Total Marks – 35;****Total number of periods - 72****Unit-1: Indices**Basic concept, various laws of indices (without proof), simple problems. **(5 M / 10 P)****Unit-2 : Logarithm**Basic concept, laws of logarithm (without proof), common logarithm, characteristic and mantissa, use of log table. **(5 M / 10 P)****Unit-3 : Compound Interest and Annuities**

Basic concept of compound interest, formula for measuring compound interest (when interest is payable yearly, half-yearly, quarterly, monthly, weekly and daily basis), logarithmic solutions of the problems in compound interest (simple problems).

Basic concept of annuities, formula for measuring amount of an immediate annuity and present value of an immediate annuity only (without proof), simple problems. **(10 M / 20 P)****Unit-4 : Basics on Statistics**Meaning of statistics, application (i.e., uses) of statistics, classification and tabulation of statistical data. **(5 M / 10 P)****Unit-5 : Graphs and Charts**Line chart, Bar chart, Pie chart, Histogram, Frequency Polygon, Ogive. **(5 M / 10 P)****Unit-6 : Measures of Central Tendency**Basic concept of Mean (A.M. only), Median and Mode. **(5 M / 12 P)****Marks Allotment:**Objective type: $(1 \times 20) = 20$ (To be answered total twenty questions out of twenty two questions)Descriptive type: $(10 \times 5) = 50$; (To be answered total five questions out of Eight)**Project :****ECONOMICS – I****Total Marks- 15;****Total number of Periods - 36**

(Any One from following)

The following sample project topics are given to choose from:

1. Family expenditure survey – expenditure on food, clothing, fuel and light, education, health, entertainment etc. (Comparison among some families in the neighborhood)
2. Survey on consumption pattern – necessary good, luxury goods
3. Survey on sales pattern of different items from local grocers/green grocers/stationary shops-revenue/profit earned per month

4. Compare the contributions of the different sectors of the economy towards GDP growth
5. Report on impact of different poverty alleviation programmes
6. Demographic composition of any district/state from census report
7. Report on WPI, CPI, food- inflation trends.

BUSINESS MATHEMATICS AND STATISTICS – I

Total Marks -15;

Total number of Periods - 36

(Any One from following)

1. Visit a commercial office in your locality and collect relevant statistical data to show the distribution of employees of that organization according to :
 - (a) Sex : Male and Female;
 - (b) Four grades of salaries :
 - (i) Below Rs. 10,000;
 - (ii) Rs. 10,000 and above but below Rs. 20,000;
 - (iii) Rs. 20,000 and above but below Rs. 30,000;
 - (iv) Rs. 30,000 and above;
 - (c) Four age groups :
 - (i) Below 30 years;
 - (ii) 30 years and above but below 40 years;
 - (iii) 40 years and above but below 50 years;
 - (iv) 50 years and above but below 60 years;

Determine Mean, Median and Mode from the salary distribution of employees of the above organization.

2. Visit a retail shop in your locality and gather information regarding the values of purchase and sales for the previous five years and present the collected information by a suitable diagram.
3. Visit a tea manufacturing-cum-exporting company and collect information regarding the value of export of tea for the last five years and present the gathered information by a suitable diagram (Students may collect information from the official website of the concerned Tea Company).

Reference Books :

1. Uchcha Madhyamik Arthaniti (Bengali) - Debasish Mazumder; ABS Publishing House.
2. Uchcha Madhyamik Arthaniti Ruprekha (Bengali) Ajay Kumar Nandy; B. B Kundu & Grandsons.
3. Higher Secondary Economics (English) - Joydev Sarkhel; Book Syndicate.
4. Business Mathematics and Statistics (English) - J. Chakroborty; De.

Business Studies and Management – I [BSM1]

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 6	Th=4	Project=2
Total classes per year: 216	Th=144	Project =72
Total marks: 100	Th= 70	Project = 30

Course Contents

Theory :

Unit -1: Concept of business (8 M / 16 P)

Meaning and characteristics of business. Classification of business – Industry, commerce, Trade, auxiliaries to trade. Business, Profession, Employment – distinct features. Objectives of business – economic, social, national, human.

Unit -2 : Sectoral classification of Enterprises (10 M / 20 P)

Private sector – features. Public sector – features. Forms of Public Sector Enterprises : -Departmental Undertaking, Statutory Corporation, Government Company – features. Joint sector – features. Public Private Partnership: Features.

Unit -3 : Social Responsibility of Business (6 M / 12 P)

Concept Responsibility towards owners, investors, customers, employees, government and community at large. Business Ethics – concept only.

Unit -4 : Forms of Business Organisation (16 M / 34 P)

Sole proprietorship – Meaning, features, merits, demerits.

Partnership Firm – Meaning, features, merits, demerits, types, procedures of registration, contents in a partnership deed.

Cooperative Societies – Meaning, features, merits, demerits, types.

Company – Meaning, features, merits, demerits, classification – private limited company and public limited company, procedure for formation of a company, Important documents – Memorandum of Association, Articles of Association, Prospectus – contents.

Unit-5 : Internal Trade (10 M / 20 P)

Meaning of wholesale and retail trade. Large scale retailers – Departmental stores, Chain stores, Multiple shops – characteristics. Meaning of Automatic Vending Machine. Meaning of main documents like Debt Note, Credit Note, Proforma Invoice, Invoice etc.

Unit -6 : Business Finance (10 M / 20 P)

Concept of finance

Sources of finance.

Owned – Equity shares, preference shares, retained earnings.

Borrowed – Debentures, public deposit, loan from commercial banks, loan from financial institutions, deferred payment.

Unit -7 : Business Services**(10 M / 22 P)****Banking:**

Types of bank accounts – savings, current, recurring, fixed deposit.

Types of loan – bank overdraft, cash credit, bills discounting and purchase.

Various services viz issue of bank draft, bankers' cheque, Real Time Gross Settlement, National Electronic Fund Transfer

Insurance : Meaning, principles.

Fire, Marine, Life, Health Insurance – Concepts.

Marks Allotment :

Objective type: $(1 \times 20) = 20$ (To be answered total twenty questions out of twenty two questions)

Descriptive type: $(10 \times 5) = 50$; (To be answered total five questions out of Eight)

Project :

1. **Private and Public Enterprises:** Give names of each of different types of Public Sector Enterprise, joint ventures and Public Private Partnerships. Also give the details of business activities of any one of them.
2. **Banking- SB Account:** Visit a nearby nationalised bank branch to find out the procedure of opening Savings Bank Account. Note the required documents and prepare a report on the Account Opening Formalities.
3. **Co-operative Society:** Collect the names of five different types of co-operative societies in your locality and prepare a report on the activities of any one of them.
4. **Banking Remittance:** Visit a branch of any nationalised bank and note down the formalities for remitting money through bank transfer. Prepare a detailed report on the same.
5. **Insurance:** Compare the different insurance policies targeting children (children policies) of any two insurance companies and prepare a report on the same.

Reference Books:

1. Business Studies – J. K. Mitra (ABS Publishing House)
2. Business Studies – NCERT
3. Uchcha Madhyamik Karbar Sangathan –O- Byabasthapon (Bengali) Guha & Roy; New Deys Publishers.
4. Higher Secondary Business Organisation and Management (English) - Chakraborty Bandhopadhyay ; New Central Book Agency.

Accountancy – I (ACT1)

Class XI

Total no. of weeks for classes / Year: 36		
Classes per week: 6	Th=4	Project=2
Total classes per year: 216	Th=144	Project =72
Total marks: 100	Th= 70	Project = 30

Course Contents

Theory

Unit – I: Introduction to Accounting (10 M / 20 P)

Accounting – Meaning, objectives, advantages and limitations. Types of accounting information, Users of accounting information and their needs.

Basis of accounting – Cash basis and accrual basis. Branches of accounting : Financial, Cost and Management.

Basic Accounting terms – Event, Transaction, Account, Capital, Drawings, Asset, Liabilities, Receipts, Expenditure (Capital, Revenue & Deferred revenue), Expenses, Income, Profit, Loss, Cost, Vouchers.

Unit – II: Theory Base of Accounting (10 M / 20 P)

Generally Accepted Accounting Principles – Basic Accounting Concepts: Entity, Money Measurement, Going Concern, Accounting Period, Accrual, Revenue Recognition, Matching. Accounting Conventions: Consistency, Materiality, Conservatism.

Indian Accounting Standards – Concept and objectives. IFRS (International Financial Reporting Standard) – an introduction only.

Unit – III: Recording of Transactions (10 M / 22 P)

Accounting Equation – Analysis of transaction using accounting equation. Rules of debit and credit : for revenue, expenses, assets and liabilities.

Evidence of transactions – Sources of documents (invoice, cash memo, cheque), preparation of vouchers – Cash (Debit & Credit) [elementary ideas only with examples].

Journal – Meaning, Format and Recording.

Ledger – Utility, Format, Posting from Journal.

Cash Book – Single Column, Double Column and Petty Cash Book.

Bank Reconciliation Statement – Meaning, need and preparation.

Trial Balance – Meaning, importance and preparation.

Unit – IV: Rectifications of Errors**(5 M / 10 P)**

Different types of errors, Journal entries for rectification of errors. Preparation of Suspense A/c.

Unit – V: Depreciation, Provision and Reserve**(10 M / 20 P)**

Depreciation – Concept, need and factors affecting depreciation. Methods of computation of depreciation under straight line method and written down value method.

Provisions and Reserve – Meaning, Objectives and Difference between Provision and Reserve. Revenue Reserve, Capital Reserve, General Reserve, Specific Reserve.

Unit – VI: Final Accounts for Profit Seeking Organization**(15 M / 32 P)**

Objectives and importance of Financial Statement, Preparation of Trading A/c, Profit and Loss A/c and Balance Sheet of Sole proprietorship concerns. (With adjustments of outstanding expenses, accrued income, prepaid expenses, Bad debt, Provision for doubtful debts, depreciation, goods taken for personal use, abnormal loss, etc.)

Unit – VII: Accounts from Incomplete Records**(10 M / 20 P)**

Incomplete records – Meaning, Use and Limitations.

Ascertainment of profits / losses by statement of affairs method.

Marks Allotment :

Objective type: $(1 \times 20) = 20$ (To be answered total twenty questions out of twenty two questions)

Descriptive type: $(10 \times 5) = 50$; (To be answered total five questions out of Eight)

Project :**Any three of the following:**

1. Collection of Source Documents, Preparation of Vouchers, Recording of transactions with the help of Vouchers.
2. Preparation Of Bank Reconciliation Statement with the help of given Cash Book and Pass Book.
3. Preparing ledger accounts and final Accounts of any small trading organisation of your locality.
4. Visiting three different small business establishments and make a report on their accounting system.

Reference Books:

1. Accountancy XI – Basu & Basu (Rabindra Library)
2. Accountancy I & II – NCERT
3. Double Entry Bookkeeping – TS Grewal
4. Uchcha Madhyamik Hisabsastra (Bengali) - Basu & Dutta ; Rabindra Library.

**Vocational Subjects
&
Academic Elective Subjects
Class XII**

Retail Management & E-Commerce – II (REM2)

Class XII

Total no. of weeks for classes / Year: 36			
Classes per week: 7	Th = 3	Project = 4	
Total clashes per year: 252	Th = 108	Project = 144	
Total marks: 100	Th = 50	Project = 40	Viva = 10

Course Contents:

Theory : (108 Pds)

Retail Management

- Lurge-Scale Retailing:** (7 M / 15P)
Definition; Examples; Features; Advantages & Disadvantages; of Super Market, Departmental Store, chain Store.
- Changing Environment of Retailing:** (8 M / 15P)
Concept and appeal of Visual Merchandising environment; Window display; Floor Layout; Shopping Guide Concept.
- Combination:** (10 M / 24P)
Concept and importance of Market including Domestic, National and Global; Organized and Unorganized Market: an elementary idea about: (i) Capital Market, (ii) Money Market, (iii) Commodity Market

E-Commerce

- Electronic Marketing (E-Marketing):** (7 M / 15P)
Impact of E-Commerce on market; Marketing issues in E-Marketing; Direct Marketing.
- Electronic Financing (E–Einance):** (8 M / 15P)
Functional areas of E-Financing; Concept of E-Banking (Online Banking); Traditional V/S E-Banking:
- Electronic Payments (E-Payment):** (10M / 24P)
Basic Concepts of E-Payment; Requirements of E-Payment Systems; Concept of Debit Card & Credit Card; Online Booking systems.

Project Work (E-Commerce): (50 M / 144P)

Prepare any two Project Reports out of the following:

- Prepare a project report with the help of field work on the process and effectiveness of Online Payment Systems based on any particular type of online payment system.
- Prepare a project report with the help of field work on Online Banking Systems followed in any particular bank.

3. Prepare a Project Report showing all necessary aspects relating to formation of an Enterprise to be involved in E-Commerce activities.

Project Marks Analysis

Field Work	15	}	40
Analytical Evaluation	15		
Content & Writing Skill	10		
Viva voce	<u>10</u>		
	<u>50</u>		

Marketing Management - II (MRM2)

Class XII

Total no. of weeks for classes / Year: 36			
Classes per week: 7	Th = 3	Project = 4	
Total classes per year: 252	Th = 108	Project = 144	
Total marks: 100	Th = 50	Project = 40	Viva = 10

Course Contents:

Theory :

Unit-I (15 M / 30P)

Marketing Environment: Concept, Need for environmental analysis, Types of environments – Micro & Macro, Techniques of environmental scanning, E-Marketing.

Unit-II (15M / 30P)

Market Segmentation : Concept. Need. Bases of Market Segmentation, Factors influencing choice of bases. Target Market, Market Share. Niche Market.

Unit -III (20M / 48P)

- (a) Product Life Cycle: Concept, Stages, Factors
- (b) Consumer Behavior: Meaning, Factors influencing Consumer Behavior, Pattern of Buying Behavior.
- (c) Marketing Information System: Concept. Importance. Market Research & Marketing Research.

Project Work: (50M / 144P)

Prepare any two Project Reports out of the following:

1. Prepare Project Report collecting information through field work relating to a product for a specific period and draw the life cycle of that product and note down the findings.
2. Prepare a Project Report collecting information through field work relating to a product and note down those factors mostly influencing consumer behavior in case of purchasing such product.
3. Prepare a Project Report on the process of Market Research for any product of your choice with the help of field work and questionnaire

Project Marks Analysis

Field Work	15	} 40
Analytical Evaluation	15	
Content & Writing Skill	10	
Viva voce	<u>10</u>	
	<u>50</u>	

Costing (CSTG) Class XII

Total no. of weeks for classes / Year: 36		
Classes per week: 7	Th = 3	Project = 4
Total classes per year: 252	Th = 108	Project = 144
Total marks: 100	Th = 50	Project = 40

Course Contents:

Theory:

Unit 1: Introduction

(8.M. / 18P)

Definition of Cost- Costing-Cost Accounting-Cost Centre-Cost Unit-Objectives of Cost Accounting-Advantages of Cost Accounting-Limitations of Cost Accounting- Cost concepts: fixed, variable and semi-variable costs; direct and indirect costs; marginal cost and total cost, opportunity cost, standard cost.

Unit 2: Elements of Cost

(12 M / 24P)

Materials : direct & indirect, Labour : direct & indirect, Overheads, Preparation of cost sheet (historical, excluding Estimated and Job Cost Sheet).

Unit 3: Materials

(10M/22P)

Bin Card: definition and necessity; Store Ledger : definition and necessity; Necessity of Material Control; Levels of Stock: Re-order Level. Maximum Level, Minimum Level. Average Level, computation of levels of stock: Economic Order Quantity (EOQ): definition and advantages, simple problems and determination of Annual Inventory Cost, Methods of Pricing Materials issues from Stores and Preparation of Stores Ledger Accounts- FIFO Method, LIFO Method - Simple Average Method. Weighted Average Method: Advantages and Limitations of: FIFO Method, LIFO Method - Simple Average Method and Weighted Average. Method.

Unit 4: Labour

(10M/22P)

Concept of Time Rate Wage and simple problems; Concept of Straight Piece Rate Wage and simple problems; Taylor's Differential Piece Rate System: concept and simple problems; Merrick's Differential Piece Rate System: concept and simple problems: Premium Bonus Scheme: Halsey and Rowan-concept and simple problems.

Unit 5: Overhead

(10M/22P)

Definition and concept of overhead- Classification of Overhead - Importance of overhead- Primary and Secondary Distribution: Concept and simple problems; Machine Hour Rate: Concept and simple problems; Overhead Absorption/Recovery Rate, Under and Over Absorption of Overhead: Concept and simple problems.

Unit 6: Project Work**(50M/144P)**

Visit a Business Unit of nearby locality and prepare detailed report on any one of the following topics:

- (i) Preparation of Cost Sheet (historical) of the organisation for a specific period.
- (ii) Classification of various overhead of a specific period.
- (iii) Preparation of Stores Ledger for a specific period.
- (iv) Computation of Labour Cost for a specific period.

Marks Break-up of Project:

• Field Study & Originality of the Project	15
• Analytical Evaluation & Conclusion	15
• Content & Writinu Skill	<u>20</u>
TOTAL	<u>50</u>

Practical Taxation- II (PTX2) Class XII

Total no. of weeks for classes / Year:	36		
Classes per week:	7	Th = 3	Project = 4
Total classes per year:	252	Th = 108	Project = 144
Total marks:	100	Th = 50	Project = 40 Viva = 10

Course Contents:

Theory:

Unit I

Income from business & profession : **(10M / 22P)**

Basis of charge, income relating to business not taxable under this head.

treatment of bonus or commission paid to employees, interest paid on borrowed capital, deduction in respect of bad debt, depreciation, recovery of bad debt, expenditure on advertisement.

Unit II

Income from capital gain: **(10M / 22P)**

chargeability, transfer, capital asset, short term capital asset, long term capital asset, computation of short term and long term capital gains (elementary idea and concept only).

Unit III

Deductions from gross total income : **(10M / 22P)**

Sections 80C, 80D, 80G, 80DD

Unit IV

Provision for Filing of Return **(10M / 22P)**

Due Date of Filing of Return; Relevant forms of return; Filing of Return in Computer readable media; Electronic Furnishing of Return.

Unit V

PAN & Different types of Return **(10M/20P)**

Permanent Account Number, Application of PAN, Belated Return, Revised Return, Return of Loss; TAN

Project:

Any two of the following: **(50M / 144P)**

- (i) Select a businessman, collect the necessary information and prepare a report on the computation of income from business.

- (ii) Visit an office, collect the information regarding income from salary of two employees who contributes to various savings scheme under section 80C, paid medical insurance premium, donated to funds under section 80G. Compute the total income of the individual employees and prepare a report.
- (iii) An individual transferred his a) ornaments (short term capital asset), b) residential house (long term capital asset) and shares of an Indian Company (Long term capital asset) incurring brokerage. Compute his income from Capital Gains and prepare a report.
- (iv) individual having Income from salary. Income from house property (only one self-occupied house with house building loan) and interest from Bank fixed Deposit and deductions available under section 80C and 80D seeks your advice regarding a) Total income and tax payable b) Due date of filing return and c) Submission of return on-line.
- (v) Prepare a project showing the contents of Permanent account number (PAN), transactions where quoting of PAN is compulsory and application for a new PAN in Form no 49A.

Project Marks Analysis

Field Work	15	
Analytical Evaluation	15	40
Content & Writing Skill	10	
Viva voce	<u>10</u>	}
	<u>50</u>	

Management Organisation & Reference Service in Library & Information Centre (LISM)

Class XII

Total no. of weeks for classes / Year: 36			
Classes per week: 7	Th=3	Project=4	
Total classes per year: 252	Th=108	Project=144	
Total marks: 100	Th= 50	Project = 40	Viva = 10

Course Contents:

Theory:

A) Library Management

Marks-15/Periods = 36

- What is library Organisation and Library Administration
- Concept of management process. A brief account of POSDCORB.
- Functions & Principles of Library Management.
- Library Authority and Library Committee- Role of Librarian.
- Library Financing & Financial resources. Budgeting and its various method. Accounting-Cash book, Ledger, Allotment Register etc. Allocation of funds to different heads.
- Personnel Administration- Definition & aim
- Annual Report- What & Why?
- Stock Verification- Definition, Methods and Necessity.

Project:

Periods = 42

To experience stock verification process visiting to any small library.

To prepare a sample annual report for a library.

B) Book Selection & Acquisition

Marks-15/Periods = 22

- Book Selection: Purpose, Factors, & Procedures.
- Book acquisition- definition & method.
- Book Selection Committee.
- Book Selection tools.
- Accessioning - What & Why. Specimen of entries of a Typical Accession Register.
- Different registers, files & records to maintain.

Project:

Periods = 42

To record at least 10 documents in an accession register and to visit an academic or a Public Library to see the selection & ordering process.

C) Reference Service & Periodical maintenance**Marks-20/Periods = 50**

- Reference Service- Definition and need. Information Service versus Reference Service.
- Reference book- definition. Difference between ordinary/text book and Reference book.
- Types of reference books and their uses- Dictionaries, Encyclopedias, Directories, Yearbooks. Handbooks. Biographical Sources. Geographical Sources & Bibliographies.
- Role of Librarian in imparting Reference Service to the reader.
- Kinds and nature of Reference Services in different types of Library
- Newspaper Clipping. Current Awareness Service. Reader specific services.
- User Education- methods. Orientation of a new reader- What, why & how?
- Classification of Periodicals- Memoirs. House Journals, Independent Journals. Dailies
- Aquisition of Periodicals- different way. Periodical Selection tools. Method of maintaining the record of receipt of periodicals. Shelving of Periodicals. Translation Service: what & why?

Project:**Periods = 60**

Detailed study of each kind of Reference Books stated above.

To guide to answer at least 20 different types of Ready Reference Query.

Marks Allotment:

Theory:

Objective type: $(1 \times 10) = 10$ (To be answered ten questions from twelve questions)

Descriptive type: $(8 \times 5) = 40$ (To be answered total five questions out of eight questions)

Reference Books:

- | | | |
|--|-----------------------|------------------------------------|
| ১) গ্রন্থাগার প্রশাসন | – পিয়ুষ মহাপাত্র | – ওয়ার্ল্ড প্রেস, কোলকাতা |
| ২) গ্রন্থাগার সংগঠন | – পিয়ুষ মহাপাত্র | – ওয়ার্ল্ড প্রেস, কোলকাতা |
| ৩) An introduction to library management | -- Biswas, Nausheen | – Progressive Publishers |
| ৪) Library administration | -- Dr. R.L. Mittal | – Ess Ess Publication, Delhi |
| ৫) গ্রন্থাগারে অনুসন্ধান সেবা | – রামকৃষ্ণ সাহা | – পঃ বঃ রাজ্যপুস্তক পর্যৎ, কোলকাতা |
| ৬) রেফারেন্স সার্ভিস ও বাংলা আকর গ্রন্থ | – ভুবনেশ্বর চক্রবর্তী | – ওয়ার্ল্ড প্রেস, কোলকাতা |

Computer Application and Preservation in Library & Information Centre (LISC)

Class XII

Total no. of weeks tor classes / Year: 36

Classes per week: 7

Th =3

Project=4

Total classes per year: 252

Th = 108

Project -144

Total marks: 100

Th = 50

Project = 40

Viva = 10

Course Contents:

Theory:

A) Computer Application in Library & Information Science:

Marks-30/Periods = 72

- Different parts of a Personal Computer. Control unit. ALU. Memory
- Input Devices: Keyboard. Mouse. Touch Screen. Scanner. Barcode, Barcode Reader. Digital Camera. Voice Recognizer
- Output Devices: Monitor, Computer output on Microfilm, Multimedia Projector, Printers- Dot Matrix. Ink-jet, Laser. Plotters
- Storage Devices: Hard Disk Drive, CD & DVD- ROM. Rewritable. Pen Drive, Magnetic Tape
- Decimal & Binary number- interchange
- Operating System - DOS & WINDOWS- concept
- Introduction of MS Word, MS Excell. MS Power Point
- Networking- Components, types (LAN. WAN. Internet. Intranet etc.) Network Topology
- Internet & www. E-mail, Website URL, TCP/IP and IP Adress- idea, Web Browser & Web- Server, Search Engines
- Area of computer application in Library: Making records of Library documents through Excell and handle this spreadsheet for various purpose of searching.
- Preparing Issue Register through Excell and handle different fields to prepare Reports
- Automated Library, Electronic Library, Digital Library- definition & breif idea.
- Comprehensive & Integrated Library Management Software- what & why?
- Proprietary and Open Source Software- what & why? KOHA, New Gen Lib., Libsys- introduction
- Library Database- concept & examples, OPAC service

Project:**Periods = 100**

Preparation of e-mail ID, sending e-mail, checking mail.

Create a MS word file and edit it.

Create a MS Excell File and edit it.

Create a MS Power Point file and edit it.

B) Preservation of Library Materials and General Housekeeping**Marks-20/Periods = 36**

- What is book preservation and conservation of library materials.-their difference.
- Common sources of danger to the documents. Common curative methods.
- Damaging Factor- Physical (Temperature, Humidity, Air pollution, Dust etc.)
- Damaging Factor- Chemical (Used in production and preservation)
- Damaging Factor- Biological (Fungi, Insects & other paste)
- Repair & Reinforcement- Lamination. Chemical treatment. Dehumidification. Fumigation Chamber
- Book binding. Materials of book binding. Classification of Binding
- Idea of- Folio, Octavo, Quarto, Section, Fly leaf, Buckram etc.
- Binding Process. Assembling, Reinforcing, Sewing, Board, Pocket, End Papers, Tape, Forwarding, Covering & Fixing Headband, Finishing, Styles & Colour
- General Housekeeping

Project:

Visit an important library to see the fumigation process, lamination process & paste control.

Marks Allotment:

Theory:

Objective type: (1×10)=10 (To be answered ten questions from twelve questions)

Descriptive type: (8×5)=40; (To be answered total Five questions out of eight questions)

Reference Books:

- | | | |
|------------------------------------|--|------------------------------------|
| ১) Computer application in Library | — সুদীপ রঞ্জন হাটুয়া | — পঃ বঃ রাজ্যপুস্তক পর্ষৎ, কোলকাতা |
| ২) গ্রন্থাগারে কম্পিউটার প্রয়োগ | — তারকনাথ ভট্টাচার্য্য | |
| ৩) গ্রন্থ সংরক্ষণ | — স্বপ্না বন্দ্যোপাধ্যায় ও
ভুবনেশ্বর চক্রবর্তী | — ওয়ার্ল্ড প্রেস, কোলকাতা |

Travel, Tourism And Hospitality Management- II (THM2)

Class XII

Total no. of weeks for classes / Year: 36

Classes per week: 7

Th = 3

Project = 4

Total classes per year: 252

Th = 108

Project = 144

Total marks: 100

Th = 50

Project = 40

Viva = 10

Course Contents:

Theory:

Unit 1 : Travel & Tourism Business (10 M / 22 P)

- Concept of Travel Business
- Difference between Travel Agency and Tour Operator
- Types of Travel Agents (TA) and Tour Operators (TO)
- Rules for Setting up Travel Agency and Tourism business – Approval Procedure

Unit 2 : Operations of Travel Agent (10 M / 22 P)

- Role, Functions and Responsibilities of TA & TO
- Ticketing- Fare Calculation
- Documentation required for a Package Tour
- Foreign Exchange
- Hotel, Cruise, Bus & Rail Reservations .Car Rentals
- Marketing & Publicity

Unit 3 : Tour Packaging & Programming (10 M / 22 P)

- Meaning and classification of Tour Packages
- Components of a Package
- Customized and Tailor-Made Package
- Tour Formulation & Designing Process
- Tour Programming and its Importance

Unit 4 : Package Tour Costing (10 M / 22 P)

- Concept of Tour Costing
- Components of Tour Cost
- Preparation of Cost Sheet
- Tour Pricing

- Calculation of a price to be charged for a tour
- Factors influencing the Tour Costing

Unit 5 : Hospitality Distribution Channels**(10 M/ 20 P)**

- Meaning of hospitality distribution channels,
- Idea of major hospitality distribution channels (like travel agents, tour operators, consortia, reservation system, etc.),
- Functions of distribution channels.

Project Work:**(50 M/ I44P)****Select any two from the following :**

1. Visit to an office of a travel agency arm to study its operations and understand its role and prepare a report.
2. Visit to a railway station to study the procedure for booking, cancellation of tickets, etc, and prepare a report.
3. Visit to an office of an Airline / Travel agency to study its workings in respect of issuance and cancellation of Air tickets and the concessions given (if any) to promote tourism.
4. Visit to Howrah/Sealdah station to know the types of trains, class of travel, types of fare and use of railway time table.
5. Field visits to know the procedure for booking of accommodation in a hotel for a tourist.
6. Visit to a passport office to learn the procedure of obtaining passport for a Tourist.

Project Marks Analysis

Field Work	15	}	40
Analytical Evaluation	15		
Content & Writing Skill	10		
Viva voce	<u>10</u>		
	<u>50</u>		

Event Management - II (EVM2)

Class XII

Total no. of weeks for classes / Year: 36			
Classes per week: 7	Th=3	Project=4	
Total classes per year: 252	Th = 108	Project =144	
Total marks: 100	Th =50	Project = 40	Viva = 10

Course Contents:

Theory:

1. **Organisation–** **(10M / 20P)**
Importance of organisation in event planning – Components of organisation – Organisation techniques – Tips for better organisation – Delegation
2. **Steps in Implementation of Concepts–** **(10M / 22P)**
Conducting market research – Establishing viability – Capacities – Costs and facilities – Plans – Timescales – Contracts
3. **Crisis Management Plan–** **(10M / 21P)**
Crisis planning – Prevention – Preparation – Provision – Action phase – Handling negative publicity
4. **Marketing and Promotional Tools–** **(10M / 25P)**
Types of advertising – Merchandising – Competitions – Promotions – Free Gifts – Website and text messaging – Flyers – Posters – Invitations – Newsletters – Magazines – Blogs – Tweets (*elementary ideas only*)
Media tools – Media invitations – Photo-calls – Press releases – TV opportunities – Radio interviews (*elementary ideas only*)
Sponsorship – Meaning and different types of sponsorship
5. **Staffing and compliance issues–** **(5M / 10P)**
Staff recruitment and training – Health and safety issues – Insurance – Licences and permissions: Procedure.
6. **Evaluation–** **(5M / 10P)**
Budget – Cost of event – Return on investment.
7. **Project:** **(50 / 144P)**
Special Event Case Study
Attend and observe a special event and conduct a critical analysis of what is observed. It should involve an in depth investigation of a major special event and a written report of the results of that investigation.

The case study report should include a brief overview and description of the event being studied, purpose of the event, description of the target audience, organizational and staffing arrangements, promotion and advertising, financial arrangements (expenses and sources of income), description of event's environment (location, areas, facilities, etc.).

Project Marks Analysis

Field Work	15	}	40
Analytical Evaluation	15		
Content & Writing Skill	10		
Viva voce	<u>10</u>		
	<u>50</u>		

Economics and Business Mathematics & Statistics- II (EBM 2)

Class XII

Total no. of weeks for classes / Year: 36		
Classes per week: 6	Th = 4	Project = 2
Total classes per year: 216	Th = 144	Project = 72
Total marks: 100	Th = 70	Project = 30

Course Contents:

Economics - II

Full Marks - 50 (Theory - 35 marks, Project - 15 marks)

Theory:

1. Market- determination of equilibrium price and quantity in a market -different forms perfect competition, monopoly, monopolistic competition, oligopoly. Equilibrium of a firm under perfect competition in short run - break even shut down point and supply curve of the firm. **(8 M / 16 P)**
2. Factor market-marginal productivity theory, wage determination from supply and demand of labour, rent and economic rent, interest-loanable fund theory, profit. **(5M / 10 P)**
3. Main features, problems and policies of agriculture (concepts of low productivity, land reforms, green revolution, rural credit, agricultural marketing. New Agricultural policy), industry (Industrial development, industrial sickness, small and cottage industry, New industrial policy of 1991 -its impact on Indian economy) Planning - concept, objectives and achievements. **(10 M/ 20 P)**
4. Money and Banking: Money-meaning and functions, definitions of money supply in India. Commercial banks-its functions. Reserve bank - functions (credit control methods), Reforms in the banking sector. **(5 M / 10 P)**
5. Balance of Payment- BO.P. Accounts - current and capital. Trade and BOP deficit. Foreign Exchange- Fixed and flexible. Indian Foreign Trade (Export promotion vs. Import promotion -Composition and direction), Concept of Globalization - WTO and its impact on Indian economy. **(7 M/16 P)**

Project:

Choose one of the following topics to make a project: **(15M/36P)**

1. Survey of households regarding banking habits/ impact of public sector or private sector banks
2. At the village level, survey report on crop pattern, use of fertilizer and pesticides, income, cost of farming etc.
3. Survey report on any small scale/ cottage industry in the locality.
4. Study of any Public sector unit-its growth/profit/impact on the economy/future prospect
5. Study report on the trends of Indian export/import, of any product, composition of trade, partners of trade
6. Comparative study of commercial banks and their performance

Marks break up of project:

Field study/data collection	5
Analysis of data	5
Content and writing skill	5
Total	15

Business Mathematics & Statistics - II

Full Marks - 50 (Theory - 35 marks, Project - 15 marks)

Theory:**Unit - 1 : Variation**

Basic concept. Direct variation. Indirect (i.e. inverse) variation and Joint variation, simple problem.

(5 M / 10 P)**Unit - 2 : Progression**

Basic concept. Formula for the last term of A. P. and G.P. series. Sum of finite A.P. and G.P. series, simple problems.

(5 M/ 10 P)**Unit - 3 : Linear and Quadratic equations**

Basic concept. Solving two linear equations. Finding roots of a quadratic equation. Formulation of a quadratic equation from the given roots, simple problems.

(5 M/10 P)**Unit - 4 : Measures of Dispersion**

Basic concept, types of dispersion, simple problems on Standard Deviation and Coefficient of Variation.

(8M/16P)**Unit - 5 : Time Series**

Definition, Components of time series (basic idea), Measurement of Trend (fitting of straight line and moving average method), simple problems.

(6 M/12 P)**Unit 6 : Index Number**

Basic concept. Uses of index number, Simple Aggregative Index, Weighted Aggregative Index (Laspeyre's index, Paasche's index and Fisher's index only). Cost of Living Index, simple problems.

(6 M/14 P)**Project:****(15 M/36 P)**

- (i) Visit a retail shop (or any other non-manufacturing business enterprise) in your locality. Collect relevant information regarding its net sales for the previous five successive years. Fit a straight line trend equation based on the collected data. Forecast (or estimate) sales for the current year on the basis of the above fitted equation.
- (ii) Visit a service organization (i.e. Bank, Insurance Company, IT service providing enterprise, Consultancy firm, etc.) in your locality. Select an employee from that organization. Collect information regarding his/her basic salary for the years 2012 and 2016. Gather information (using internet or otherwise) regarding Cost of Living Index (or Consumer Price Index) for the aforesaid years.
Do you consider the selected employee is rightly compensated by his/her employer in a situation of rise in the price level? If not, how much additional allowance to be provided to the employee in the year 2016, so that he/she can maintain the same standard of living as in 2012?

Business Studies and Management- II (BSM2)**Class XII****Total no. of weeks for classes / Year: 36****Classes per week: 6****Th=4****Project=2****Total classes per year: 216****Th = 144****Project =72****Total marks: 100****Th= 70****Project = 30****Course Contents:****Theory:****Nature of Management****(6 M / 10 P)**

Concept of Management - Importance of Management

Management and Administration - Management as an art or a science

Management as profession

Management Thoughts**(6 MM 2 P)**

Scientific Management of F.W. Taylor Principles and Tools - Henry Fayol's Administrative Management - Fourteen Principles

Planning**(8 M/18 P)**

Concept, Importance - Important Techniques

Steps in Planning - Types of Planning - corporate, functional, strategic, operational, proactive, reactive - Planning premises concept and types

Organising**(8 M/18 P)**

Concept of organisation and organizing - Process of organizing

Organisation Structure - Line & Line and staff - Formal and Informal Organisation

Span of Management - Factors - Delegation of Authority - Process of Delegation - Distinction between Delegation and Decentralisation

Staffing**(8M/16P)**

Concept and Importance - Man Power Planning - Meaning & Importance Recruitment - Meaning, Sources. Procedures of Selection

Directing**(8 M/14 P)**

Concept and Importance

Motivation - Meaning, Theories of Maslow and Herzberg on Motivation.

Leadership - Concept, Styles of Leadership, Qualities of a good leader.

Controlling**(6M/10P)**

Concept and Importance - Steps in Controlling

Types of Control - Feedback, Feed forward. Concurrent (basic ideas)

Marketing Management**(10M/24 P)**

Marketing - Meaning, functions - Differences between Marketing and selling

Different Marketing concepts

Scope and objectives of Marketing Management

Marketing Mix - Elements

Product - Product Life Cycle - Branding.

Promotion - Concept and Elements, Advertising: - Medium of Advertisement - Objections against Advertisement
- Sales Promotion

Financial Management**(10 M/22 P)**

Concept, Importance, Functions of Financial Management

Different sources of finance - Fixed Capital and Working Capital

Estimation of Capital Requirements

Project:**(30 M/ 72 P)****On any three of the following:**

1. Make a report on five objectionable advertisements collected on different dates by you through searching Print Media and adding your explanation and comment.
2. Visit any small organization of your locality and prepare a report on the sources of funds (including fixed and working capital) of the concern.
3. Suppose your organization has planned to produce a new toy for the kids. Make a report on the sales promotion effort that you will make for marketing this new product.
4. Collect six useful advertisements from Print Media and analyze the probable effect of these advertisements on the consumers and on the society.
5. Suppose you want to start a new small scale business. Prepare a report on the estimated capital requirement for your new business with hypothetical figures.

Accountancy - II (ACT 2)

Class XII

Total no. of weeks for classes / Year: 36		
Classes per week: 6	Th 4	Project=2
Total classes per year: 216	Th=144	Project =72
Total marks: 100	Th= 70	Project = 30

Course Contents:

Theory:

Part A:

Unit - 1: Introduction to Partnership

(10.M/ 20 P)

Meaning of Partners. Partnership, Firms, Partnership deed. Provision of the Indian Partnership Act 1932 in the absence of partnership deed.

Fixed and Fluctuating Capital Accounts, Division of profits among partners.

Preparation of Profit and Loss Appropriation Ac (relating to interest on capital, salary, interest on drawings).

Goodwill Definition, Factors affecting goodwill.

Unit - II: Reconstruction of Partnership

(10M/ 20P)

Change in the profit sharing ratio among existing partners. Sacrifice ratio. Gaining ratio.

Admission of a partner - Treatment for revaluation of assets and liabilities, treatment of reserve and accumulated profits. Treatment of Goodwill, adjustment of Capital accounts and preparation of Balance Sheet.

Retirement of a partner - Effect of retirement, treatment of goodwill, treatment of revaluation of assets and liabilities, adjustment of Capital accounts and preparation of Balance Sheet.

Unit – III : Accounting for Share Capital

(15M/32P)

Meaning, nature and types of share and share capital.

Accounting for share capital - Issue and allotment of equity shares. Over and under subscription of share, minimum subscription. Issue of share at par, at premium and at discount, Calls-in-arrear. Treatment of forfeiture and reissue of shares.

Unit - IV: Ratio Analysis

(10M/20P)

Meaning, objectives, advantages and limitation.

Liquidity Ratios, Current Ratio and Quick Ratio.

Solvency Ratios - Debt Equity Ratio, Capital Gearing Ratio

Activity Ratios - Stock Turnover Ratio, Debtors Turnover Ratio, Creditors Turnover Ratio.

Profitability Ratios - Gross Profit Ratio, Net Profit Ratio.

Unit - V : Financial Statement Analysis**(10M/ 20P)**

Objects, users of financial statement analysis.

Tools – Comparative Statement, Common Size Statement. Cash Flow Statement, Elementary ideas and simple type problems)

Unit – VI : Electronic Accounting System**(15M/32P)**

Introduction to computerized Accounting System (CAS). Components of CAS. Features; Online information sharing : with financial institution, Regulatory authorities: use of spread sheet in business applications - Pay Roll Accounting. Assets Accounting: Graph & Charts for Business -Preparation of graphs, charts using excel; Overview of Data Base Management System (DBMS).

Project Work:**(30M/ 72P)**

- (i) Analysis of Financial Statements of a company (any one of the following) - Computation of Ratios: Current Ratio, Liquid Ratio, Debt-equity Ratio, Capital gearing ratio; and analysis and interpretation of the financial position of the company.
- (ii) Preparation of Cash Flow Statement and analysis of the cash flow position of a company from the published data.
- (iii) Presentation of annual turnover, cost and profit position of a company with the help of charts using MS-Excel.

Marks break up of project:

Field study/data collection	10
Analysis of data	10
Content and writing skill	10
Total	30

Business Law (BLAW)**Class XII****Total no. of weeks for classes / Year: 36****Classes per week: 6****Th 4****Project=2****Total classes per year: 216****Th=144****Project =72****Total marks: 100****Th= 70****Project = 30****Course Contents:****Theory:****Part A:****1. Introduction****(5M / 5P)**

Definition of law - Application of Law in Business

Meaning of Commercial law - Sources of Indian Commercial Law

2. Law of Contract**(20M 40P)**

Essential elements of a contract.

Offer and acceptance - Definition and meaning of offer, offeree, promise, promisor, promisee; Rules regarding offer - Definition and meaning of acceptance; Rules regarding acceptance - Methods of communication of offer and acceptance - Revocation of an offer and acceptance.

Consideration - Definition and meaning of consideration - Types of consideration Rules regarding consideration - “No consideration no contract”; Exceptions to this rule.

Void and voidable agreements – Definitions – Distinction between void and voidable agreements

Capacity of parties - Definition and meaning of capacity of parties - Definition and meaning of minority; Law regarding minor’s agreement - Definition and meaning of persons of unsound mind; Effects of agreements made by persons of unsound mind -Meaning of disqualified persons.

Free consent – Definition and meaning of free consent – Meaning and rules regarding coercion, undue influence, misrepresentation; fraud, mistake.

3. Law relating to Sale of Goods -**(10M/ 20P)**

Definitions of buyer, seller and goods; Classification of goods: existing, future, contingent - Sale and agreement to sell; Difference between these two - Essential elements of a contract of sale of goods.

Conditions and warranties – Definitions and meaning – Implied condition and implied warranties - Doctrine of caveat emptor

Transfer of ownership - When does property pass from the seller to the buyer.

4. Consumer Protection Act - (5M/10P)

Definitions - Rights of consumers - Consumer protection councils: Central and State -Consumer redressal agencies: District Forum, State Commission, National Commission -Penalties for violation.

5. Negotiable Instruments Act (10M/ 25P)

Introduction - Concept of negotiable instruments, Essential features of negotiable instruments - Types of negotiable instruments – Promissory note: definition, essential elements - Bills of exchange: definition, essential elements – Cheque: definition, features, types - Distinction between promissory note and bill of exchange; bill of exchange and cheque.

Acceptance and endorsement - Acceptance: definition. Types – Endorsement: definition, effect, types; Rules of endorsement.

Dishonour of a negotiable instrument.

6. Companies Act – (10M/ 30P)

Introduction - Definitions

Incorporation of company – Formation of company - Memorandum, Articles - Incorporation of company- Commencement of business - Alteration of Memorandum, Articles.

Prospectus and allotment of securities – Public offer and private placement - Prospectus and Document deemed to be prospectus - Matters to be stated in prospectus.

7. Factories Act - (10M, 14P)

Definitions-Factory, Manufacturing process, Worker, Power, Machinery, Adult, Adolescent, Child, Young person.

Provisions regarding Health of workers

Provisions regarding Safety of workers

Provisions regarding Welfare of workers

8. Project: (30M/72P)

- a) Case study on Consumer Right violation providing details of Consumer Rights as per the Consumer Protection Act and contents of the Consumer Complaint.
- b) Visit to a factory in the nearby locality and prepare a detailed report on the safety, health and welfare measures implemented by the said factory.