

SUBJECT: ACCOUNTANCY

Class XI TOTAL Theory MARKS: 80

- **Class XI SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Introduction & Theory Base of Accounting	12x1=12
2	Fundamental Accounting Process-I	16X1=16
3	Reserves & Provisions	6X1=6
4	Bills of Exchange	6X1=6

- **Class XI SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS (5 marks)	TOTAL
Fundamental accounting Process-II	2X2=4	2X3=6	2X5=10	20
Final Accounts of Sole Proprietor	1x2=2	1x3=3	1x5=5	10
Account of Non-Profit seeking Organisation	1x2=2	1X3=3	-	05
Accounts From Incomplete Records	-	-	1X5=5	05
TOTAL	08	12	20	40

Class XII TOTAL Theory MARKS: 80

- **Class XII SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Accounting for Partnership Firms –I	15X1=15
2	Accounting for Company-I	10X1=10
3	Analysis of Financial Statements OR Computerised Account-I	15X1=15

- **Class XII SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS (5 marks)	TOTAL
Accounting for Partnership Firms –II	3X2=6	3X3=9	2X5=10	25
Accounting for Company-II	1X2=2	1X3=3	1X5=5	10
Cash Flow Statement OR Computerised Account-II	-	-	1X5=5	05
TOTAL	08	12	20	40

SUBJECT: BUSINESS STUDIES [Code: BSTD]**Class XI TOTAL Theory Marks: 80****• Class XI SEMESTER 1 TOPICS: [MCQ] MARKS: 40**

Sl No	Topic	Marks allotted
1.	Unit -1 Nature and Purpose of Business	8X1 = 08
2.	Unit -2 Forms of Business Organisation	10X1 = 10
3.	Unit -3 Public, Private and Global Enterprises	6X1 = 06
4.	Unit- 4 Business Services	10X1 = 10
5.	Unit- 5 Emerging Modes of Business	6X1 = 06
TOTAL		40

• Class XI SEMESTER 2 TOPICS: [SAQ, LAQ] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS (2 MARKS)	SHORT ANSWER TYPE QUESTIONS (3 MARKS)	DESCRIPTIVE TYPE QUESTIONS (5 MARKS)	TOTAL
Unit -6 Social Responsibility of Business and Business Ethics	1X2=2	1X3=3	----	05
Unit -7 Sources of Business Finance	1X2=2	1X3=3	1X5=5	10
Unit -8 Small Business	1X2=2	----	1X5=5	07
Unit -9 Internal Trade	1X2=2	1X3=3	1X5=5	10
Unit -10 International Trade	1X2=2	2X3=6	----	08
TOTAL	10	15	15	40

Class XII TOTAL Theory Marks: 80**• Class XII SEMESTER 1 TOPICS: [MCQ] MARKS: 40**

Sl No	Topic	Marks allotted
1.	Unit -1 Nature and Significance of Management	5X1 = 05
2.	Unit -2 Principles of Management	5X1 = 05
3.	Unit -3 Business Environment	5X1 = 05
4.	Unit- 4 Planning	7X1 = 07
5.	Unit- 5 Organising	8X1 = 08
6.	Unit-6 Marketing Management	10X1 = 10
TOTAL		40

• Class XII SEMESTER 2 TOPICS: [SAQ, LAQ] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS (2 MARKS)	SHORT ANSWER TYPE QUESTIONS (3 MARKS)	DESCRIPTIVE TYPE QUESTIONS (5 MARKS)	TOTAL
Unit -7 Staffing	1X2=2	----	1X5=5	07
Unit -8 Directing	1X2=2	----	1X5=5	07
Unit -9 Controlling	1X2=2	1X3=3	----	05
Unit -10 Financial Management	----	1X3=3	1X5=5	08
Unit -11 Financial Markets	1X2=2	2X3=6	----	08
Unit-12 Consumer Protection	1X2=2	1X3=3		05
TOTAL	10	15	15	40

SUBJECT: Commercial Law & Preliminary Auditing**Class XI TOTAL Theory MARKS: 80**

- Class XI SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Introduction to Law	4X1=4
2	Law of Contract	16X1=16
3	Introduction to Auditing	10X1=10
4	Errors and Frauds	5X1=5
5	Diffrent Types of Audits-I	5X1=5

- Class XI SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS (5 marks)	TOTAL
Sale of Goods Act	1X2=2	1X3=3	2X5=10	15
Cyber Law	1X2=2	1X3=3	-	05
Different Types of Audit – II	1X2=2	1X3=3	1X5=5	10
Internal Control System	1X2=2	1X3=3	1X5=5	10
TOTAL	08	12	20	40

Class XII TOTAL Theory MARKS: 80

- Class XII SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Law of Partnership	10X1=10
2	Company Law	10X1=10
3	Audit Procedure	14X1=14
4	Routine Checking and Test Checking	6X1=6

- Class XII SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS (5 marks)	TOTAL
Negotiable Instruments	2X2=4	-	2X5=10	14
Law of Insurance	-	2X3=6	-	06
Vouching	1X2=2	1X3=3	1X5=5	10
New Branches of Auditing	1X2=2	1X3=3	1X5=5	10
TOTAL	08	12	20	40

SUBJECT: COSTING AND TAXATION
Class XI TOTAL Theory MARKS: 80

- **Class XI SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Introduction	5X1=5
2	Classification of Cost	15X1=15
3	Introduction of Taxation	10X1=10
4	Residential Status	10X1=10

- **Class XI SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS (5 marks)	TOTAL
Cost of Materials	2X2=4	2X3=6	2X5=10	20
Agricultural Income	1X2=2	1X3=3	-	05
Income under the Head "Salaries"	1X2=2	1X3=3	2X5=10	15
TOTAL	08	12	20	40

Class XII TOTAL Theory MARKS: 80

- **Class XII SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Concept of Labour	20X1=20
2	Income from "Capital Gains"	10X1=10
3	Income from Other Sources	10X1=10

- **Class XII SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS (5 marks)	TOTAL
Methods of Remuneration-II	1X2=2	1X3=3	1X5=5	10
Basic Concept of Overhead	1X2=2	1X3=3	1X5=5	10
Income from "House Property"	1X2=2	1X3=3	2X5=10	15
Goods and Service Tax	1X2=2	1X3=3	-	05
TOTAL	08	12	20	40

SUBJECT: Economics
Class XI TOTAL Theory MARKS: 80

- **Class XI SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Unit	Topic	Marks allotted
1	Microeconomics – Introduction	4X1=4
2	Microeconomics – Consumer Behaviour	8X1=8
3	Microeconomics – Producer Behaviour	8X1=8
4	Statistics- Introduction to Data	4X1=4
5	Organization & Representation of Data	8X1=8
6	Measures of Central Tendency	8X1=8

- **Class XI SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (4 marks)	DESCRIPTIVE TYPE QUESTIONS (6 marks)	TOTAL
Unit 1 : Microeconomics-Introduction to Concepts of Market Structure	-	1X4=4	1X6=6	10
Unit 2 : Microeconomics – Basics of International Trade	3X2=6	1X4=4	-	10
Unit 3 : Statistics – Measures of Dispersion	1X2=2	-	1X6=6	08
Unit 4 : Statistics – Correlation	-	2X4=8	-	08
Unit 5 : Statistics – Index Numbers	2X2=4	-	-	04
TOTAL	12	16	12	40

Class XII TOTAL Theory MARKS: 80

- **Class XII SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Unit	Topic	Marks allotted
1	Macroeconomics – National Income Accounting	8X1=8
2	Simple Keynesian Model (Closed Economy Model with Government)	8X1=8
3	Balance of Payments & Exchange Rate	4X1=4
4	Indian Economic Development – Brief reference to Colonial Past	4X1=4
5	Sectoral & Occupational Distribution	8X1=8
6	Agriculture	8X1=8

- **Class XII SEMESTER 2 TOPICS:** [Short Answer Questions , Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (4 marks)	DESCRIPTIVE TYPE QUESTIONS (6 marks)	TOTAL
Unit 1 : Macroeconomics- Money , Banking & Inflation	-	1X4=4	1X6=6	10
Unit 2 : Macroeconomics – Financing of Government Budget	3X2=6	1X4=4	-	10
Unit 3 : Indian Economic Development – Industry	2X2=4	-	-	04
Unit 4 : Indian Economic Development – International Trade	-	2X4=8	-	08
Unit 5 : Indian Economic Development – Challenges & Prospects	1X2=2	-	1X6=6	08
TOTAL	12	16	12	40

SUBJECT: Science of Wellbeing

Class XI TOTAL Theory MARKS: 80

- **Class XI SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Concept of Holistic Health and Wellbeing in Education	20X1=20
2	Concept of Physical Wellbeing	20X1=20

- **Class XI SEMESTER 2 TOPICS:** [Short Answer Questions ,Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS Type 1 (4 marks)	DESCRIPTIVE TYPE QUESTIONS Type 2 (6 marks)	TOTAL
Concept of Mental Wellbeing	2X2=4	2X3=6	1X4=4	1X6=6	20
Concept of Social Wellbeing	2X2=4	2X3=6	1X4=4	1X6=6	20
TOTAL	08	12	08	12	40

Class XII TOTAL Theory MARKS: 80

- **Class XI SEMESTER 1 TOPICS:** [MCQ] MARKS: 40 [1 MARK PER QUESTION]

Sl No	Topic	Marks allotted
1	Concept of Environmental Wellbeing	20X1=20
2	Concept of Financial Wellbeing	20X1=20

- **Class XI SEMESTER 2 TOPICS:** [Short Answer Questions ,Descriptive Questions] MARKS: 40

TOPIC	SHORT ANSWER TYPE QUESTIONS Type 1 (2 marks)	SHORT ANSWER TYPE QUESTIONS Type 2 (3 marks)	DESCRIPTIVE TYPE QUESTIONS Type 1 (4 marks)	DESCRIPTIVE TYPE QUESTIONS Type 2 (6 marks)	TOTAL
Concept of Spiritual Wellbeing	2X2=4	2X3=6	1X4=4	1X6=6	20
Concept of Emotional Wellbeing	2X2=4	2X3=6	1X4=4	1X6=6	20
TOTAL	08	12	08	12	40

English B

Course Code - ENGB

Course Overview:

By the time students enter Class XI, it is anticipated that they have attained a reasonable level of language proficiency in English. The primary objective of this course is to further enhance and cultivate higher-order language skills. This proficiency becomes especially crucial as the higher secondary stage serves as a pivotal preparation phase, catering to two significant pathways for students.

Firstly, for a substantial number of students, this stage acts as a preparation for university education which often demand a commendable proficiency in English, making it imperative for students to refine their language skills to meet these academic standards.

Secondly, for another sizable group of students, the higher secondary stage serves as groundwork for entry into the professional realm. In the professional domain as well, effective communication in English is frequently a prerequisite. Hence, this Course is meticulously designed to address the linguistic demands of both academic study and the workplace.

The course structure is strategically crafted to cover a spectrum of language competencies, ensuring that students not only excel in academic contexts but are also well-equipped for effective communication in professional settings.

The Course also introduces diverse literature, including classics and modern texts with themes relevant to contemporary issues. This approach provides students exposure to literature, culture, society, environment, and the broader aspects of humanity. It aims to foster a comprehensive understanding of the world through engaging literary exploration in the context of today's global landscape.

The annual course duration spans 200 contact hours, with 100 hours allocated to Semester I & III, 80 hours to Semester II & IV and the remaining 20 hours dedicated to Home Assignments, Projects and Tutorial / Remedial Classes. By embracing a comprehensive approach, this Course seeks to prepare students for the diverse linguistic challenges they may encounter in their future endeavours, whether in university studies or the professional world.

Course Objectives:

The general objectives include developing skills in listening, speaking, reading, and writing. Specific competencies include:

Listening and Comprehension:

- Comprehending live and recorded oral presentations on various topics.
- Participating in group discussions, interviews, and making short oral presentations.

Speaking Skills:

- Participating in discussions and debates on current national and international affairs, sports, business, etc.
- Responding in interviews, group discussions, and making meaningful inquiries for travel purposes.

Reading and Comprehension:

- Perceiving the overall meaning and organization of texts.
- Identifying central points, supporting details, and building communicative competence in different lexicons.
- Promoting advanced language skills for reasoning and drawing inferences.
- Reading and comprehending extended texts in various genres.
- Developing study skills such as skimming and scanning for main ideas and details.
- Understanding the writer's purpose, tone, and distinguishing between literal and figurative language.
- Comprehending technical language in computer-related fields.

Writing Skills:

- Writing expository/argumentative essays, formal/informal letters.
- Using contextual clues to infer meanings of unfamiliar vocabulary.
- Producing unified paragraphs with adequate details and support.
- Writing workplace-related items such as summaries, and reports.
- Writing Commercial Documents like posters and advertisements.

Grammar:

- Developing an advanced understanding and usage of various tenses, surpassing the levels acquired in previous classes, enabling them to express nuanced temporal relationships in English sentences.
- Constructing and deconstructing sentences, including diverse types (simple, compound, complex) and clauses, showcasing their ability to use varied sentence structures for effective communication.
- Emphasis on the use of passive forms in scientific and innovative writings.

- Usage of modal auxiliaries based on semantic considerations

Methods and Techniques:

- Emphasis on self-learning, reducing dependence on teachers.
- Multi-skill, learner-centred, activity-based approach.
- Incorporating silent reading, role-play, dramatization, group discussions, and other interactive activities.
- Encouraging independent interpretation of texts.
- Overall, the curriculum aims to develop well-rounded language skills for academic and professional success, fostering independent thinking and lifelong learning.

Course Structure

Class XI

Semester I: 40 Marks

Unit	Segment	Marks	Contact Hours
I	Prose	10	15
II	Verse	10	15
III	Rapid Reader	10	20
IV	Textual Grammar	05	25
V	Reading Comprehension	05	25

Semester II: 40 Marks

Unit	Segment	Marks	Contact Hours
I	Prose	10	20
II	Verse	10	10
III	Rapid Reader	05	20
IV	Non-Textual Grammar	05	15
V	Writing	10	15

Project: 20 Marks

Activity/ Project	Marks	Contact Hours
Assessment of Listening & Speaking (ALS)	Listening – 5 Marks Speaking – 5 Marks	10
Project	10 Marks	10

Class XII

Semester III: 40 Marks

Unit	Segment	Marks	Contact Hours
I	Prose	10	20
II	Verse	10	15
III	Drama	05	20
IV	Textual Grammar	05	20
V	Reading Comprehension	10	25

Semester IV: 40 Marks

Unit	Segment	Marks	Contact Hours
I	Prose	10	10
II	Verse	10	10
III	Drama	05	20
IV	Non-Textual Grammar	05	20
V	Writing	10	20

Project: 20 Marks

Activity/ Project	Marks	Contact Hours
Assessment of Listening & Speaking (ALS)	Listening – 5 Marks Speaking – 5 Marks	10
Project	10 Marks	10

SUBJECT: ENGLISH B

CLASS XI TOTAL THEORY MARKS: 80

- **CLASS XI SEMESTER I TOPICS:** [MCQ MARKS: 1 MARK PER QUESTION]

UNIT 1 : Prose

Sl No	Topic	Marks	Hours
1	'An Astrologer's Day' – R. K. Narayan	04	05
2	'The Swami and Mother-Worship' from <i>The Master as I Saw Him</i> by Sister Nivedita	03	05
3	'Amarnath' from <i>The Master as I Saw Him</i> by Sister Nivedita	03	05

UNIT 2 : Verse

Sl No	Topic	Marks	Hours
1	'Composed Upon Westminster Bridge' – William Wordsworth	04	05
2	'The Bangle Sellers' – Sarojini Naidu	03	05
3	'The Second Coming' – W.B. Yeats	03	05

UNIT 3 : Rapid Reader

Sl No	Topic	Marks	Hours
1	'Macbeth' from A TextBook of English(B) Rapid Reader & A Book on ESP & Project by WBCHSE	04	07
2	'Othello' from A TextBook of English(B) Rapid Reader & A Book on ESP & Project by WBCHSE	03	07
3	'As You Like It' from A TextBook of English(B) Rapid Reader & A Book on ESP & Project by WBCHSE	03	06

UNIT 4 : Textual Grammar

Sl No	Topic	Marks	Hours
1	Textual Grammar from Unit 1 and Unit 2: Tense, Voice, Indirect Speech, Phrasal Verbs, Preposition, Clause, Participle, Gerund and Transformation of sentences	01 x 5	25

UNIT 5 : Comprehension (Unseen)

Sl No	Topic	Marks	Hours
1	Reading Comprehension (Unseen)	01 x 5	25

- **CLASS XI SEMESTER II TOPICS:**

UNIT 1 : Prose

Sl No	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (6 marks)	Total Marks	Total Hours
1	'The Garden Party' – Katherine Mansfield	02		01	10	05
2	'Alias Jimmy Valentine' – O' Henry					05
3	'Of Studies' - Francis Bacon					04
4	'Nobel Lecture' - Mother Teresa					06

**** Any 2 out of 4 Questions of 02 marks. And total marks 2 x2= 04 marks**

*****Any 01 out of 03 questions of 06 marks. Total marks: 06 marks**

UNIT 2 : Verse

Sl No	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (6 marks)	Total Marks	Total Hours
1	'My last Duchess' – Robert Browning	02		01	10	05
2	'And Still I Rise' – Maya Angelou					05

**** Any 2 out of 4 Questions of 02 marks. And total marks 2 x2= 04 marks**

*****Any 01 out of 02 questions of 06 marks. Total marks: 06 marks**

UNIT 3 : Rapid Reader

Sl No	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (5 marks)	Total Marks	Total Hours
1	'The Ghost Brahman' from <i>Folk-Tales of Bengal</i> by LalBehariDey			1 question to be attempted out of 3 questions	05	07
2	'A Ghostly Wife' from <i>Folk-Tales of Bengal</i> by LalBehariDey					07
3	'The Man Who Wished to be Perfect' from <i>Folk-Tales of Bengal</i> by LalBehariDey					06

UNIT 4 : Non Textual Grammar

Sl No	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (5 marks)	Total Marks	Total Hours
	Non-textual Grammar: Tense, Voice, Phrasal Verbs, Preposition, Clause, Participle, Gerund, Transformation of Sentences	1 question of 2 marks [1 question to be attempted out of two questions from Transformation of sentences <u>or</u> Correction of errors]	Fill in the blanks as per direction: 0.5 marks x 6 to be attempted from all topics covered		02+03 = 05	15

UNIT 5 : Writing Skill

Sl No	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (5/10 marks)	Total Marks	Total Hours
1	Paragraph Writing [150 words] OR Formal Letter Writing [75 words] & Event Report Writing [75 words]			1 x 10 OR 1 x 05 + 1 x 05	10	15 hours

PROJECT/TUTORIAL**Marks : 20 Hours : 20****FORMAT:**

- 1) Listening and Speaking Activity 05+05 marks
- 2) Writing Activity 10 marks

Subject teachers will engage students in activities which would test their listening and speaking skills comprehensively.

Instructions:

1. For writing activity concerned teacher will select relevant topic from:
 - a) Environmental Issues
 - b) Society and Culture
 - c) Eminent Personalities
2. Project/Tutorial may be done throughout both the semesters. However the student will be evaluated at the end of Semester II.

SUBJECT: ENGLISH B**CLASS XII**

- **CLASS XII SEMESTER III TOPICS: TOTAL THEORY MARKS: 40**

[MCQ: 1 MARK PER QUESTION]

UNIT 1 : Prose

Sl. No.	Topic	Marks	Hours
1	'The Night Train at Deoli' by Ruskin Bond	04	07
2	'Strong Roots'(Extract from the chapter Orientation from Wings of Fire) by APJ Abdul Kalam	03	06
3	'A Room of One's Own: Section on Shakespeare's Sister' by Virginia Woolf	03	07

UNIT 2 : Verse

Sl. No.	Topic	Marks	Hours
1	'Our Casuarina Tree' by Toru Dutt	05	07
2	'Ulysses' by Alfred Lord Tennyson	05	08

UNIT 3 : Drama

Sl. No.	Topic	Marks	Hours
1	'Tara' by Mahesh Dattani (Act I)	05	20

UNIT 4 : Textual Grammar

Sl. No.	Topic	Marks	Hours
1	Textual Grammar from Unit 1 and Unit 2: Synthesis and Splitting of Sentences; Change of Narration; Correction of errors	05	20

UNIT 5 : Reading Comprehension

Sl. No.	Topic	Marks	Hours
1	Reading Comprehension (Unseen)	10*	25

*** 5 Questions based on Grammar and Vocabulary Items – 5 Marks**

5 Questions based on Understanding and Inference of the Text – 5 Marks

- **CLASS XII SEMESTER IV: TOTAL THEORY MARKS: 40**

UNIT 1 : Prose

Sl. No.	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (6 marks)	Total Marks	Total Hours
1	'Alice in Wonderland – Down the Rabbit Hole' by Lewis Carroll	02**		01***	10	05
2	'Three Questions' by Leo Tolstoy					05

**** Any 2 out of 4 Questions of 02 marks. And total marks 2 x2= 04 marks**

***** Any 01 out of 02 questions of 06 marks. Total marks: 06 marks**

UNIT 2 : Verse

Sl. No.	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (6 marks)	Total Marks	Total Hours
1	'Hawk Roosting' by Ted Hughes	02**		01***	10	03
2	'That time of year' - Sonnet 73 by William Shakespeare					03
3	'The Greenhouse Effect' by Carl Dennis					04

**** Any 2 out of 4 Questions of 02 marks. And total marks 2 x2= 04 marks**

*****Any 01 out of 03 questions of 06 marks. Total marks: 06 marks**

UNIT 3 : Drama

Sl. No.	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (5 marks)	Total Marks	Total Hours
1	'Tara' by Mahesh Dattani (Act II)			01*	05	20

***Any 01 question to be attempted out of 02 questions. Total Marks - 5**

UNIT 4 : Non-Textual Grammar

Sl. No.	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (5 marks)	Total Marks	Total Hours
1	Non-textual Grammar: Synthesis and Splitting of Sentences; Change of Narration; Correction of Errors	1 question of 2 marks [1 question to be attempted out of two questions from Synthesis of Sentences and Splitting of Sentences]	Fill in the blanks to report a paragraph or conversation : 01 marks x03 to be attempted		02+03 = 05	20

UNIT 5 : Writing

Sl. No.	Topic	Short Answer Type Questions (2 marks)	Short Answer Type Questions (3 marks)	Descriptive Type Questions (10 marks)	Total Marks	Total Hours
1	Essay			01*	10	10
2	Precis					10

***01 out of Any 02 Questions to be attempted. Total Marks - 10**

PROJECT/TUTORIAL**20 Marks****FORMAT:**

- | | |
|------------------------------------|-------------|
| 3) Listening and Speaking Activity | 05+05 marks |
| 4) Writing Activity/ Project | 10 marks |

Instructions:

- Subject teachers will engage students in activities which would assess their listening and speaking skills comprehensively.
- For writing activity concerned teacher will select a relevant topic from any of the following themes:
 - Health and Fitness
 - Film and Drama
 - Technology and Innovation
 - Local Festivals and Traditions
- Project/Tutorial may be done throughout both the semesters. However, the student will be evaluated at the end of Semester IV.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
SYLLABUS FOR CLASSES XI AND XII

SUBJECT : URDU (URDU)

SYLLABUS-URDU
CLASS-XI, SEMESTER-I
FULL MARKS-40

Syllabus distributed by Topic and Unit wise with their Marks and Hours.

Full Marks: 40

Marks	Hours	TOPIC	UNIT
10	20	(1) داستان (i) میرامن دہلوی: سیرتیسرے درویش کی (انتخاب از باغ و بہار) (1) Dastan (i) Mir Amman Dehlvi: Sair Teesre Darwesh ki (From Bagh-o-Bahar) (2) طنز و مزاح (ii) پطرس بخاری: سویرے جو کل آنکھ میری کھلی (انتخاب از پطرس کے مضامین) (2) Tanz-o-Mizah (ii) Patras Bokhari: Sawere jo kal Aankh Meri Khuli (From Patras ke Mazameen)	UNIT-I PROSE منشورات
10	30	(1) غزلیں (i) ولی دکنی: وہ نازنیں ادا میں اعجاز ہے سراپا (ii) اعجاز افضل: ہم تو ڈوبیں گے یا پاراتر جائیں گے (1) Ghazlen (i) Wali Dakani: Wo Naznin Ada mein Ejaz hai Sarapa (ii) Ham to dubenge ya paar uter jaenge (2) نظمیں (i) چکبست: خاک ہند (انتخاب از صبح وطن) (ii) علقمہ شبلی: کلکتہ (انتخاب از بے چہرہ لمحے) (2) Nazmen: (i) Chakbast: Khak-e-Hind (From Subh-e-Watan) (ii) Alqama Shibli: Kalkatta (From Bechehra Lamhe) (3) رباعیات (i) امجد حیدر آبادی (a) کم ظرف اگر دولت وزر پاتا ہے (b) ہر قطرے میں بحر معرفت مضمر ہے (3) Rubaiyaat (i) Amjad Hyderabaadi (a) Kam zarf agar daulat-o-zar pata hai (b) Har qatre mein bahr-e-marfat muzmar hai	UNIT-2 POETRY منظومات
05	15	(1) افسانہ (i) سلام بن رزاق: ندی (انتخاب از شکستہ بتوں کے درمیان) (1) Fiction (i) Salam bin Razzaq: Naddi (From Shikasta Buton ke Darmiyaan)	UNIT-3 FICTION افسانہ

05	15	(1) ڈراما (i) ظہیر انور: مت سہل ہمیں جانو (1) Drama (i) Zahir Anwar: Mat sahl hamen jano	UNIT-4 DRAMA ڈراما
10	20	(i) فورٹ ولیم کالج (i) Fort William College	UNIT-5 HISTORY OF URDU LITERATURE تاریخ ادب اردو

SYLLABUS-URDU
CLASS-XI, SEMESTER-II
FULL MARKS-40

Syllabus distributed by Topic and Unit wise with their Marks and Hours.

Full Marks: 40

Marks	Hours	TOPIC	UNIT
10	20	(1) خط (i) غالب کا خط بنام مرزا تفتہ (انتخاب از اردوئے معلیٰ) (1) Letter (i) Ghalib ka khat banam Mirza Tafta (From Urdu-e-Mualla) (2) مقالہ (ii) سر سید احمد خاں: رسم و رواج کی پابندی کے نقصانات (انتخاب از مقالات سر سید) (2) Maqala (ii) Sir Syed Ahmad Khan: Rasm-o-Riwaj ki pabandi ke nuqsanaat (From Maqalat-e-Sir Syed)	UNIT-I PROSE منشورات
15	25	(1) غزلیں (i) میر تقی میر: جس سر کو غرور آج ہے یاں تاج دری کا (ii) جگر مراد آبادی: اللہ اگر توفیق نہ دے انسان کے بس کا کام نہیں (1) Ghazlen (i) Mir Taqi Mir: Jis sar ko ghuroor aaj hai yaan taj wari ka (ii) Jigar Muradabaadi: Allah agar taufiq na de insan ke bas ka kaam nahi (2) نظمیں (i) نظیر اکبر آبادی: مکافات عمل (انتخاب از نظیر کی نظمیں) (ii) پرویز شاہیدی: دعوت (انتخاب از قص حیات) (2) Nazmen: (i) Nazeer Akbarabaadi: Mukafat-e-Amal (From Nazeer ki Nazmen) (ii) Parwez Shahidi: Daawat (From Raqs-e-Hayat) (3) رباعیات (i) مرزا سلامت علی دبیر (a) ادنیٰ سے جو سر جھکائے اعلیٰ وہ ہے (b) پروانے کو دھن شمع کو لوتیری ہے (3) Rubaiyaat (i) Mirza Salamat Ali Dabeer (a) Adna se jo sar jhukaae aala woh hai (b) Parwane ko dhun shama ko lau teri hai (4) مرثیہ (i) میر بہر علی انیس (a) صبح صادق کا ہوا چرخ پہ جس وقت ظہور (4) Marsiya (i) Mir Babbar Ali Anees (a) Subh-e-sadiq ka huwa charkh pe jis waqt zuhoor	UNIT-2 POETRY منظومات

05	10	(1) افسانہ (i) حیات اللہ انصاری: آخری کوشش (1) Fiction (i) Hayatullah Ansari: Aakhri Koshish	UNIT-3 FICTION افسانہ
05	15	انجمن پنجاب، لاہور Anjuman-e-Punjab, Lahore	UNIT-4 HISTORY OF URDU LITERATURE تاریخ ادب اردو
05	10	اصناف ادب اردو، صرف و نحو، اسم، ضمیر، صفت اور فعل کا تعارف اور ان کی قسمیں، مجاورات و ضرب الامثال	UNIT-5 GRAMMAR قواعد

SYLLABUS-URDU
CLASS-XII, SEMESTER-III
FULL MARKS-40

Syllabus distributed by Topic and Unit wise with their Marks and Hours.

Full Marks: 40

Marks	Hours	TOPIC	UNIT
10	20	(1) مضمون (i) مرزا فرحت اللہ بیگ: دلی کا آخری یادگار مشاعرہ (1) Mazmoon (i) Mirza Farhatullah Beg: Dilli ka aakhri yadgar mushaira (2) تمثیل (ii) محمد حسین آزاد: بچ اور جھوٹ کا رزم نامہ (انتخاب از نیرنگ خیال) (2) Tamseel (ii) Md Hussain Aazad : Such Aur Jhhut ka Razm Nama (From Nairang-e-Khayaal)	UNIT-I PROSE منثورات
10	30	(1) غزلیں (i) مظہر امام: تو ہے گر مجھ سے خفا خود سے خفا ہوں میں بھی (ii) پروین شاکر: وہ تو خوشبو ہے ہواؤں میں بکھر جائے گا (1) Ghazlen (i) Mazhar Imam : Tu hai gar mujh se khafa khud se khafa hun main bhi (ii) Parween Shakir: Woh to khushboo hai hawaon mein bikhhar jayega (2) نظمیں (i) جمیل مظہری: اے مادر ہندوستان (انتخاب از کلیات جمیل مظہری) (ii) قیصر شمیم: ہمارے اپنے لہو کا حصہ (انتخاب از پہاڑ کاٹتے ہوئے) (2) Nazmen: (i) Jameel Mazhari: Aei Madare Hindustan (From Kuliyat-e-Jamil Mazhari) (ii) Qaiser Shamim : Hamare Apne Lahu ka Hissa (From Pahad Kaatte Hue) (3) رباعیات (i) میر بر علی انیس (a) دنیا بھی عجب سرائے فانی دکھی (b) گوہر کو صدف میں آبرو دیتا ہے (3) Rubaiyaat (i) Mir Babbar Ali Anees (a) Duniya bhi ajab sara-e-fani dekhi (b) Gauhar ko sadaf mein aabru deta hai	UNIT-2 POETRY منظومات
05	15	(1) افسانہ (i) ترنم ریاض: مجسمہ (انتخاب از یمبرزل) (1) Fiction (i) Tarannum Reyaz: Mujassima (From Yemberzal)	UNIT-3 FICTION افسانہ

05	15	(1) ڈراما (i) آغا حشر کاشمیری: رستم و سہراب (1) Drama (i) Agha Hashr Kashmiri: Rustam-o-Sohraab	UNIT-4 DRAMA ڈراما
10	20	(i) علی گڑھ تحریک (i) Aligarh Tahreek (Aligarh Movement)	UNIT-5 HISTORY OF URDU LITERATURE تاریخ ادب اردو

SYLLABUS-URDU
CLASS-XII, SEMESTER-IV
FULL MARKS-40

Syllabus distributed by Topic and Unit wise with their Marks and Hours

Full Marks: 40

Marks	Hours	TOPIC	UNIT
10	20	(1) خط (i) مولانا ابوالکلام آزاد: چڑیا چڑے کی کہانی (انتخاب از غبار خاطر، خط نمبر ۱۹) (1) Letter (i) Maulana Abul kalam Azad: Chirya Chire ki kahani (From Ghubar-e-Khatir, Letter no. 19) (2) خاکہ (ii) رشید احمد صدیقی: محمد علی (انتخاب از گنج ہائے گراں مایہ) (2) Khaka (ii) Rasheed Ahmad Siddiqui: Md. Ali (From Ganj Hay-e-Giran Maya)	UNIT-I PROSE منثورات
15	25	(1) غزلیں (i) غالب: ہزاروں خواہشیں ایسی کہ ہر خواہش پہ دم نکلے (ii) وحشت: میں ہی فقط نہ حسرتِ درد نہاں ہوا (1) Ghazlen (i) Ghalib: Hazaron khahishen aisi ke har khahish pe dam nikle (ii) Wahshat: Main hi faqat na khasta-e-dard-e-nihan huwa (2) نظمیں (i) اقبال: زندگی (خضر راہ از بانگ درا) (ii) فیض: مجھ سے پہلی سی محبت مری محبوب نہ مانگ (انتخاب از دستِ صبا) (2) Nazmen: (i) Iqbal: Zindagi (Khizr-e-Raah, From Bang-e-Dara) (ii) Faiz: Mujh se pahli si muhabbat meri mahboob na maang (From Dast-e-Saba) (3) رباعیات (i) حالی (a) ہندو سے لڑیں نہ گبر سے بیر کریں (b) کوشش میں ہے شرط ابتدا انسان سے (3) Rubaiyaat (i) Hali (a) Hindu se laren na gabr se bair karen (b) Koshish mein hai shart ibtada insaan se (4) مثنوی (i) پنڈت دیا شنکر نسیم: آوارہ ہونا بکاؤلی کا تاج الملوک گل چیں کی تلاش میں (انتخاب از گلزار نسیم) (4) Masnawi (i) Pandit Daya Shankar Nasim: Awarah hona Bakauli ka Tajul mulook gulcheen ki talaash mein (From Gulzar-e-Nasim)	UNIT-2 POETRY منظومات

05	10	(1) افسانہ (i) پریم چند: کفن (1) Fiction (i) Prem Chand: Kafan	UNIT-3 FICTION افسانہ
05	15	ترقی پسند تحریک Taraqqi Pasand Tahreek (Progressive Movement)	UNIT-4 HISTORY OF URDU LITERATURE تاریخ ادب اردو
05	10	اردو رسم الخط، مضمون نویسی، ترجمہ نگاری، مکتوب نگاری، کہانی نویسی Urdu script, Essay writing, Translation, Letter writing, Story writing	UNIT-5 GRAMMAR قواعد

PROJECT - XI

1.	File on any topic	10
2.	Viva	05
3.	Activities (Debate / Group discussion / Recitation / Extempore speech etc)	05
	TOTAL	20

پروجیکٹ برائے کلاس XI

10	کسی بھی موضوع پر فائل تیار کرنا	1.
05	زبانی امتحان	2.
05	سرگرمیاں (مباحثہ، غزل یا نظم خوانی، رنی الہدیہ، رکوئز وغیرہ)	3.
20	کل	

PROJECT - XII

1.	File on any topic	10
2.	Viva	05
3.	Activities (Debate / Group discussion / Recitation / Extempore speech etc)	05
	TOTAL	20

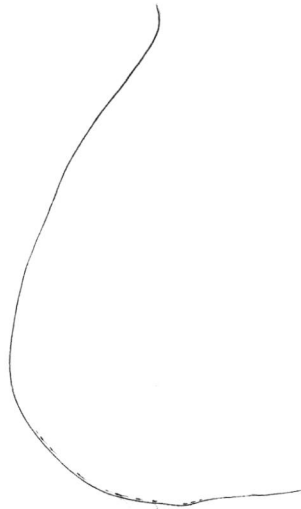
پروجیکٹ برائے کلاس XII

10	کسی بھی موضوع پر فائل تیار کرنا	1.
05	زبانی امتحان	2.
05	سرگرمیاں (مباحثہ، غزل یا نظم خوانی، رنی الہدیہ، رکوئز وغیرہ)	3.
20	کل	

نصاب کی تفصیلات (Course overview)

مغربی بنگال ہائر سکینڈری کونسل نے گیارہویں اور بارہویں کلاس کے نصاب (2024) کی تیاری کی جو ذمہ داری ہمیں سونپی ہے، اس کے مد نظر ہم نے اس طرح کا نصاب تیار کرنے کی کوشش کی ہے جس سے طالب علموں کی فکر اور ذہانت کو جلا ملے اور اردو زبان و ادب پر ان کی گرفت مضبوط ہو۔ اردو زبان و ادب کے تعلق سے جتنی بھی بنیادی باتیں ہو سکتی تھیں اور جو ان سے گہرے طور پر منسلک ہیں وہ سب اس نصاب میں شامل ہیں مثلاً نثر، شاعری، فلشن، مضامین اور قواعد جیسے موضوعات جو اردو زبان و ادب کے نہایت ہی اہم حصے ہیں، جن کی خواندگی سے طلبہ و طالبات کی ذہن سازی ہو سکتی ہے اور وہ قوم و ملک کے اچھے شہری بن سکتے ہیں، تمام موضوعات اس نصاب میں شامل ہیں۔

سوچنے سمجھنے کے ساتھ ساتھ تخلیقی صلاحیتیں بھی ان کے اندر ارتقا پائیں اور ان کے انداز گفتگو اور لہجے میں بھی تبدیلی آئے۔ ان کا دماغ تیز ہو اور آپسی بھائی چارے، امن و آشتی، اتحاد و یگانگت اور محبت سے سماج میں رہ سکیں، وہ سب موضوعات اس میں شامل ہیں۔ اور کوئی بھی بات جس سے کسی فرد، سماج یا طبقے کی دل آزاری یا دل شکنی ہو، اس سے پرہیز کیا گیا ہے۔ غرض کہ اسے ملک کی تہذیبی، ثقافتی، سماجی، سیاسی، معاشی، جغرافیائی اور ادبی و لسانی خوبیوں کے مد نظر ہی یہ نصاب آپ کے سامنے ہے۔



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
SYLLABUS FOR CLASSES XI AND XII**

SUBJECT : HINDI – B (HINB)

Subject – HINB

(Over View and Objective)

अवलोकन

पश्चिम बंग उच्च माध्यमिक शिक्षा परिषद की पाठ्यचर्या 2024 के हिंदी भाषा व साहित्य 'ब' पर विचार एवं पुनर्संयोजन कार्य करते हुए हमारी टीम का ध्यान उसे विद्यार्थी की ओर केंद्रित हुआ जिसने अपने 10 वर्षीय विद्यालयीन शिक्षा में किसी हिंदीतर भाषा को करीब से जाना और अभिव्यक्त किया है। हिंदी उसके पठन-पाठन की द्वितीय भाषा है जिसमें विचार करने की प्रक्रिया से वह कम ही गुजरता होगा। यह एक चुनौती पूर्ण कार्य है कि ऐसे विद्यार्थी के मन में (हिंदी जो कि पूरे देश में सबसे अधिक बोली जाने वाली भाषा है) हिंदी की जड़ों को आरोपित किया जाए। एक ऐसा पाठ्यक्रम उसके सामने उपस्थित किया जाए जो उसे रोचक भी लगे और भाषाई कौशल, बौद्धिक क्षमता तथा भारतीय प्रायद्वीप के जन-जन से जुड़ी हिंदी को आत्मसात करने में सहायक हो सके।

उद्देश्य

- विगत दिनों में हुई कोविड महामारी का प्रभाव सबसे अधिक विद्यार्थियों पर पड़ा। शिक्षा का ग्राफ निम्नगामी होता चला गया, उसको उर्ध्व तक वापस पहुंचाना हमारा सबसे पहला ध्येय है।
- भाषा साहित्य का यह पाठ्यक्रम विद्यार्थी के लिए नवीन संभावनाएं तलाशने में मददगार हो और उनके सोचने समझने तथा अभिव्यक्त करने की क्षमता में अभिवृद्धि ला सके।
- नवीन शिक्षा नीति के अनुसार अतिरिक्त बोझ बढ़ाएं बिना विद्यार्थी को रचनात्मक अनुभव अधिगम प्रदान करना।
- वर्तमान समय 'डिजिटल युग' कहला रहा है, ऐसे समय में मानव का जीवन बहु-आयामी चुनौतियों को अपने सम्मुख देख रहा है। उसे इन चुनौतियों से जीतने के लिए दक्षता हासिल करनी होगी और इसके लिए उसे भाषा व साहित्य को माध्यम बनाकर सब कुछ सीखना होगा। हमारा प्रयास है कि विद्यार्थी को भाषा की वह जमीन दे सके जिस पर चलकर वह अपने लक्ष्य तक पहुंच सके।

- साहित्य समाज का दर्पण माना जाता है जिसमें हिंदी और हिंदीतर भाषाओं के साहित्य का पूर्ण योगदान है। हमारा प्रयास है कि हिंदीतर भाषाओं के साहित्य को भी इस पाठ्यक्रम में शामिल किया जाए।

- अंत में इस बात को स्पष्ट कर देना अति आवश्यक है कि पिछले पाठ्यक्रम में हिंदी 'ब' विषय में सिर्फ आधार पुस्तक ही रह गई थी जबकि इसके पूर्व आधार(text book)के साथ एक पूरक पुस्तक(rapid reader) भी हुआ करती थी। हमारी टीम ने देश के अन्य राज्यों तथा राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद(NCERT) के अध्ययन में पाया कि इन सभी में पूरक पुस्तक अभी भी पाठ्यक्रम में शामिल हैं। अतः हमने उसे पुनः पाठ्यक्रम में शामिल करना उचित समझते हुए उसे पाठ्यक्रम का अंग बनाया है।

Class XI

Semester – I

HIN B

Full Marks : 40

Sub Topic :

Units	Contents	Marks	Hours
Unit – 1 साहित्य क काव्य	1. सूरदास- पद 2. रहीम- दोहे 3. मैथिली शरण गुप्त -कैकई का अनुताप 4. सूर्यकांत त्रिपाठी 'निराला'- स्नेह निर्झर बह गया	1 x 10 = 10	24
Unit – 1 साहित्य ख गद्य	1. दिनकर- अर्धनारीश्वर 2. प्रेमचंद पुत्र प्रेम 3. बनफूल- दूध का दाम	1 x 10 = 10	21
Unit – 2 नाटक (पूरक पाठ)	शंकर शेष- एक और द्रोणाचार्य (प्रथम अंक) अथवा सर्वेश्वर दयाल सक्सेना -बकरी (प्रथम अंक)	1 x 5 = 5	20
Unit – 3 अपठित बोध	काव्य अथवा गद्य	1 x 5 = 5	10
Unit – 4 व्याकरण	1. उपसर्ग 2. प्रत्यय 3. कारक 4. मुहावरे 5. अशुद्धि संशोधन	1 x 5 = 5	20
Unit – 5 पारिभाषिक शब्द	कुल -50	1 x 5 = 5	5
	Page Total	40	100

Class XI**Semester – II****HIN B****Full Marks : 40****Sub Topic :**

Units	Contents	Marks	Hours
Unit – 1 साहित्य क काव्य	1. अज्ञेय -बावरा अहेरी 2. बच्चन- निशा निमंत्रण 3. मुक्तिबोध- मैं उनका ही होता 4. नागार्जुन - प्रेत का बयान	$2 \times 2 = 4$ $3 \times 1 = 3$ $5 \times 1 = 5$ 12	24
Unit – 1 साहित्य ख गद्य	1. हजारी प्रसाद द्विवेदी -शिरीष के फूल 2. भीष्म साहनी- झुटपुटा 3. फणीश्वर नाथ रेणु -पहलवान की ढोलक	$2 \times 2 = 4$ $3 \times 1 = 3$ $5 \times 1 = 5$ 12	21
Unit – 2 नाटक (पूरक पाठ)	1.शंकर शेष- एक और द्रोणाचार्य 2.अथवा सर्वेश्वर दयाल सक्सेना -बकरी (द्वितीय अंक)	$3 \times 2 = 6$ $5 \times 1 = 5$ 11	20
Unit – 3 रचना	1. पत्र लेखन 2. अनुच्छेद लेखन 3. भाव विस्तार	$5 \times 1 = 5$	15
	Page Total	40	80

Class XII

Semester – III

HIN B

Full Marks : 40

Sub Topic :

Units	Contents	Marks	Hours
Unit – 1 साहित्य क काव्य	1.संत कबीर- a)साखी b)पद 2.बिहारी लाल- दोहे 3. सुमित्रानंदन पंत- मूर्धन्य 4.केदारनाथ अग्रवाल- a) पैतृक संपत्ति b)वह जन मारे नहीं मरेगा 5.भवानी प्रसाद मिश्र- हिम्मत नहीं पड़ती	1 x 10 = 10	30
Unit – 1 साहित्य ख गद्य	1. धर्मवीर भारती- क्षणों की अथाह नीलिमा 2. हरिशंकर परसाई- बारात की वापसी 3. काशीनाथ सिंह- सुख	1 x 10 = 10	24
Unit – 2 उपन्यास (पूरक पाठ)	मुंशी प्रेमचंद -निर्मला (अध्याय 1 से 13 तक) अथवा कमलेश्वर- समुद्र में खोया हुआ आदमी (पृष्ठ 1से 66 तक)	1 x 5 = 5	20
Unit – 3 अपठित बोध	काव्य अथवा गद्य	1 x 5 = 5	6
Unit – 4 व्याकरण	1. संधि 2. समास 3. वाक्य संशोधन 4. वाक्य परिवर्तन 5. मुहावरे	1 x 5 = 5	15
Unit – 5 पारिभाषिक शब्द	कुल - 50	1 x 5 = 5	5
	Page Total	40	100

Class XII
Semester – IV

HIN B

Full Marks : 40

Sub Topic :

Units	Contents	Marks	Hours
Unit – 1 साहित्य क काव्य	1. तुलसीदास -तुलसीदास के पद 2. रवींद्रनाथ ठाकुर -धन्य हुई मेरी कविता(गीतांजलि) 3. त्रिलोचन- सचमुच इधर तुम्हारी याद तो नहीं आई 4. शमशेर बहादुर सिंह- बात बोलेगी 5. सर्वेश्वर दयाल सक्सेना - मेघ आए	$2 \times 2 = 4$ $3 \times 1 = 3$ $5 \times 1 = 5$ 12	25
Unit – 1 साहित्य ख गद्य	1. महादेवी वर्मा- जीने की कला 2. शिव पूजन सहाय- मुंड माल 3. मनीषा कुलश्रेष्ठ- , पीढ़ियों का अंतराल	$2 \times 2 = 4$ $3 \times 1 = 3$ $5 \times 1 = 5$ 12	24
Unit – 2 उपन्यास (पूरक पाठ)	मुंशी प्रेमचंद -निर्मला(अध्याय 14 से अंत तक) अथवा कमलेश्वर- समुद्र में खोया हुआ आदमी (पृष्ठ 67 से लेकर अंत तक)	$3 \times 2 = 6$ $5 \times 1 = 5$ 11	20
Unit – 3 रचना	1. पत्र लेखन 2. प्रतिवेदन 3. संवाद लेखन	$5 \times 1 = 5$	11
	Page Total	40	80

COURSE CODE

HIN A & HIN B

PROJECT

CLASS-XI (SEMESTER II)

FULLM MARKS :20 (PROJECT REPORT – MAXIMUM PAGES 20 TO 25)

विद्यार्थी अपनी इच्छानुसार निम्नांकित विषयों में से एक परियोजन द्वितीय सेमेस्टर में प्रस्तुत करें :

क) किसी कहानी / लोक कथा / प्रसंग का नाट्य रूपांतरण अथवा रेडियो नाट्य रूपांतरण की हस्तलिखित प्रस्तुति ।

ख) किसी एक तात्कालिक समस्या जैसे :

अ) जनसंख्या विस्फोट : देश की विकराल समस्या ।

ब) भूमंडलीय ऊष्मीकरण (ग्लोबल वार्मिंग) ।

स) महासागरों का बढ़ता जलस्तर : खतरों की दस्तक का विस्तृत विवरण (कारण -निवारण सहित) ।

ग) हिंदी की उपभाषाएँ एवं उसकी बोलियाँ (विस्तृत लेखन) ।

घ) डायरी और हम - डायरी लिखने की शैली , उद्देश्य , किसी विज्ञ व्यक्ति की डायरी के कुछ अंश और अपनी दस दिन की दिनचर्या को डायरी में अंकित करें ।

ङ) मेरे प्रिय साहित्यकार : व्यक्तित्व एवं कृतित्व (विस्तृत लेखन) ।

COURSE CODE

HIN A & HIN B

PROJECT

CLASS- XII (SEMESTER -**IV**)

FULL MARKS :20

PROJECT REPORT MAXIMUM IN 20 -25 PAGES)

विद्यार्थी अपनी इच्छानुसार निम्नांकित विषयों में से एक परियोजन द्वितीय सेमेस्टर में प्रस्तुत करें :

क) जनसंचार माध्यम और हिंदी

(समाचार पत्र ,दूरदर्शन , चलचित्र , इंटरनेट , पत्रकारिता की विस्तृत जानकारी)

ख) साक्षात्कार लेखन

(किसी क्षेत्र विशेष जैसे -संगीत ,नृत्य ,शिक्षा खेल , अभिनय आदि से जुड़े व्यक्ति से साक्षात्कार करने के लिए प्रश्न -सूचि तैयार करना और अपने पसंदीदा किसी व्यक्ति का साक्षात्कार प्रस्तुत करना होगा)

ग) भक्तिकाल :एक स्वर्णिम युग

(विषय पर विस्तृत लेखन)

घ) सफल व्यक्तित्व का आधार : आत्मविश्वास

(विषय पर विस्तृत लेख)

ड)हिंदी की किसी कहानी अथवा कविता का तुलनात्मक अध्ययन या उसकी संवेदना पर विचार ।

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

SYLLABUS FOR CLASSES XI AND XII

SUBJECT: ACCOUNTANCY(ACCT)

Course Overview:

The Accountancy Course is introduced at the senior secondary stage, to enable the specific learning of commerce, following ten years of general schooling. This formal commerce education is particularly relevant in the context of the rapidly changing economic landscape, where accounting has secured its place as a vital source of financial information at the senior secondary level.

The syllabus is designed to provide students with a solid foundation in fundamental accounting concepts and methodologies. It also familiarizes them with the evolving landscape of financial statement preparation and presentation in accordance with applicable accounting standards and the Companies Act of 2013. The emphasis is on equipping students with a comprehensive understanding of accounting as an information system.

Class XI of the course focuses on instilling basic concepts and processes of accounting, leading to the preparation of accounts for a sole proprietorship firm. The significance of Information and Communication Technology (ICT) is highlighted throughout the curriculum, acknowledging its integral role in various aspects of life and business operations. In Class XII, students are introduced to Computerized Accounting Systems, presented as an optional component alongside the Analysis of Financial Statements. This module aims to impart skills necessary for designing need-based accounting databases to maintain accurate and efficient bookkeeping.

The entirety of the senior secondary Accountancy Course is geared towards introducing students to the business world and strengthening their foundational knowledge of the subject. *The annual course duration spans 200 contact hours, with 100 hours allocated to Semester I & III, 80 hours to Semester II & IV, and the remaining 20 hours dedicated to Home Assignments, Projects and Tutorial / Remedial Classes.* This holistic approach ensures that students not only grasp theoretical concepts but also gain practical skills applicable in real-world business scenarios.

Objectives:

The main objectives of the Accountancy Course at the senior secondary level are to:

1. Introduce basic accounting concepts and standards to students.
2. Familiarize students with components of financial statements.
3. Instil an understanding of recording business transactions and preparing financial statements.
4. Enable students to handle accounting for Not-for-Profit organizations, Partnership firms, and Company accounts.
5. Empower students to conduct post-analysis of Balance Sheets and other financial statements using tools like Comparative and Common Size Statements and Ratios.
6. Develop students' skills in designing need-based accounting databases.
7. Emphasize the role of Information and Communication Technology (ICT) in business operations.

CLASS - XI
SEMESTER – I

SUBJECT: ACCOUNTANCY (ACCT)

FULL MARKS: 40

UNIT	TOPICS	MARKS
Unit 1	Introduction & Theory Base of Accounting	12
Unit 2	Fundamental Accounting Process – I	16
Unit 3	Reserves & Provisions	6
Unit 4	Bills of Exchange (Excluding Retiring, Renewal and Accommodating Bills)	6
	Total	40

Question Paper Typology			
Sl. No.	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Introduction & Theory Base of Accounting	12	MCQ	12	1	12
Unit 2	Fundamental Accounting Process – I	16	MCQ	16	1	16
Unit 3	Reserves & Provisions	6	MCQ	6	1	6
Unit 4	Bills of Exchange (Excluding Retiring, Renewal & Accommodating Bills)	6	MCQ	6	1	6
	Total	40				40

CLASS - XI
SEMESTER – I

SUBJECT: ACCOUNTANCY (ACCT)

FULL MARKS: 40

CONTACT HOURS: 100 Hours

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	Introduction & Theory Base of Accounting • Accounting: Meaning, Accounting as a source of information, Objectives and limitations. Users of accounting information and their needs. Sub-fields of Accounting (Financial Accounting, Cost Accounting and Management Accounting). • Basic Accounting Terms: Entity, Business Transaction, Capital, Drawings, Liabilities (Non-Current and Current), Assets (Non-Current, Current); Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash discount), Contingent Assets and Contingent Liabilities, Revenue and Capital Receipts, Revenue and Capital Expenditure, Deferred Revenue Expenditure. • GAAP (Generally Accepted Accounting Principles): Concept. • Basic Accounting Concept: Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity. • System of Accounting: Single Entry and Double Entry. • Basis of Accounting: Cash Basis and Accrual Basis. • Valuation Principles: Historical Cost, Current Cost, Realizable Value and Present Value. • Accounting Standards: Objectives of Accounting Standards (AS) and Indian Accounting Standards (Ind AS). Applicability of Ind AS. • Goods and Service Tax (GST): Characteristics and Advantages.	30	12

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 2	Fundamental Accounting Process – I • <i>Voucher and Transactions:</i> Source documents and Vouchers, Preparation of Vouchers • <i>Fundamental Accounting Equation:</i> Meaning and Analysis. • <i>Rules of Debit and Credit</i> • <i>Book of Original Entry:</i> Journal • <i>Special Purpose Books:</i> Purchases Book, Sales Book, Purchases Return Book, Sales Return Book, Journal Proper • <i>Rectification of Errors (Before Preparation of Trial Balance):</i> Classification of Errors: Errors of Omission, Errors of Commission, Errors of Principles, and Compensating Errors. Detection and Rectification of Errors.	40	16
Unit 3	Reserves & Provisions • <i>Provisions, Reserves</i> – Meaning • Difference Between Provisions and Reserves. • <i>Types of Reserves:</i> i. Revenue Reserve ii. Capital Reserve iii. General Reserve iv. Specific Reserve v. Secret Reserve <i>Difference between Capital Reserve and Revenue Reserve</i>	15	6
Unit 4	Bills of Exchange (Excluding retiring, renewal and accommodating Bills) • <i>Bills of Exchange and Promissory Note:</i> Definition, features, parties, specimen and distinction. • <i>Important Terms:</i> Terms of Bill, Due Date, Days of Grace, Date of Maturity, Bill at Sight, Bill after Date, Discounting of Bill, Endorsement of Bill, Bill sent for Collection, Dishonour of Bill and Noting of Bill. • <i>Accounting treatment of bills of exchange till dishonour of bill.</i>	15	6
	Total	100	40

CLASS-XI
SEMESTER – I
SUBJECT: ACCOUNTANCY (ACCT)

FULL MARKS: 40

Unit	Topics	Marks
Unit 1	Fundamental Accounting Process – II	20
Unit 2	Final Accounts of Sole Proprietor	10
Unit 3	Accounts of Non-Profit Seeking Organization	5
Unit 4	Accounts from Incomplete Records (Excluding conversion to Double Entry System)	5
	Total	40

Question Paper Typology			
Sl. No	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Details	Unit Marks	Question type	No of Questions	Marks of each question	Total Marks
Unit 1	Fundamental Accounting Process – II	20	Descriptive	2	5	[10+6+4=20]
			SAQ Type 2	2	3	
			SAQ Type 1	2	2	
Unit 2	Final Accounts of Sole Proprietor	10	Descriptive	1	5	[5+3+2=10]
			SAQ Type 2	1	3	
			SAQ Type 1	1	2	
Unit 3	Accounts of Non-Profit Seeking Organization	5	SAQ Type 2	1	3	[3+2=5]
			SAQ Type 1	1	2	
Unit 4	Accounts from Incomplete Records (Excluding conversion to Double Entry System)	5	Descriptive	1	5	5
	Total	40				40

CLASS-XI
SEMESTER – II

SUBJECT: ACCOUNTANCY (ACCT)

FULL MARKS: 40

CONTACT HOURS: 80 HOURS

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	Fundamental Accounting Process – II • Ledger: Format, Posting from Journal and Subsidiary Books, Balancing of Accounts. • Cash Book: Simple Cash Book, Cash Book with Cash and Bank Column and Petty Cash Book • Trial Balance: Objectives, Meaning and Preparation of Trial Balance from Balances only. • Bank Reconciliation Statement: Need; Preparation of Bank Reconciliation Statement(excluding amended cash book) • Rectification of Errors (After preparation of Trial Balance but excluding after preparation of Final Accounts): Preparation of Suspense Account • Depreciation: Meaning, Need for providing Depreciation, factors to be considered while computing Depreciation. • Methods of Depreciation:i. Straight Line Method (SLM) ii. Written Down Value Method (WDV) • Difference between SLM and WDV; • Method of recording Depreciation by charging to asset account onlyincluding purchase and sale of Depreciable Assets. Note – Excluding change of Method of Depreciation	40	20

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 2	Final Accounts of Sole Proprietor <i>Meaning, Objectives and Importance</i> <i>Preparation of Manufacturing Account</i> <i>Trading and Profit and Loss Account:</i> Concepts of Gross profit, Operating profit and Net profit. <i>Balance Sheet:</i> Need, grouping and marshalling of assets and liabilities. <i>Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship concern with adjustments:</i> Closing Stock, Outstanding Expenses, Prepaid Expenses, Accrued Income, Income Received in Advance, Depreciation, Bad Debts, Provision for Doubtful Debts, Provision for Discount on Debtors, Abnormal Loss, Goods taken for personal use/Staff Welfare and Manager's Commission.	20	10
Unit 3	Accounts of Non-Profit Seeking Organizations <i>Non-Profit Seeking organizations:</i> Concept <i>Receipts and Payments Account:</i> Meaning and Features. <i>Income and Expenditure Account:</i> Meaning and Features. <i>Preparation of Income and Expenditure Account from the given Receipts and Payments Account with additional information.</i>	10	5
Unit 4	Accounts from Incomplete Records (Excluding conversion to Double Entry System) - Features, reasons and limitations. - Preparation of Statement of Profit / Loss and Statement of Affairs.	10	5
	Total	80	40

[Note: **20 Hours** reserved for Remedial Classes, Tutorials and Home Assignments]

CLASS - XI

COURSE CODE: PROJECT

Full Marks: 20 [Project Report: 10 Marks; Viva Voce: 10 Marks]

*Students need to undertake any **one** project out of the four topics given below at the end of Semester II of Class XI.*

Topic 1	Preparation of at least 25 vouchers and recording of transactions with the help of these vouchers, posting the Journal Entries in Ledgers and preparation of Trial Balance therefrom.
Topic 2	Preparation of a Cash Book with cash and bank columns with at least 25 transactions including bank transactions.
Topic 3	Preparation of Bank Reconciliation Statement with the given Cash Book and the Pass Book with at least 25 transactions.
Topic 4	Preparation of Final Accounts of a Sole Trader from the given Journal Entries.

ACCOUNTANCY (ACCT)

Class XII

Semester -III

Full Marks: 40

Unit	Topic	Marks
Unit 1	Accounting for Partnership Firms – I	15
Unit 2	Accounting for Company – I	10
Unit 3	Analysis of Financial Statements <i>OR</i> Computerized Accounts – I	15
	Total	40

Question Paper Typology

Sl. No.	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Accounting for Partnership Firms – I	15	MCQ	15	1	15
Unit 2	Accounting for Company – I	10	MCQ	10	1	10
Unit 3	Analysis of Financial Statements OR Computerized Accounts - I	15	MCQ	15	1	15
	Total	40				40

CLASS XII
SEMESTER – III

SUBJECT: ACCOUNTANCY (ACCT

FULL MARKS: 40

CONTACT HOURS: 100 HOURS

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	Accounting for Partnership Firms - I Partnership: Features, Partnership Deed. Provisions of the Indian Partnership Act 1932 in the absence of partnership deed. Fixed v/s fluctuating capital accounts. Preparation of Profit and Loss Appropriation account: Division of profit among partners, guarantee of profits. Past Adjustments: Relating to interest on capital, interest on drawing, salary and profit-sharing ratio. Goodwill: Meaning, nature, factors affecting and methods of valuation - average profit, super profit and capitalization. Recommendations of Accounting Standards in relation to recognition of Goodwill. Note: Interest on partner's loan is to be treated as a charge against profits.	35	15
Unit 2	Accounting for Company – I Features and types of companies. Share and Share Capital: Nature and types. Debentures: Meaning and types. Issue of Debentures at par, at a premium and at a discount. Issue of Debentures for consideration other than cash. Issue of Debentures with terms of redemption. Writing off Discount / loss on issue of Debentures. Note: Discount or loss on issue of Debentures to be written off in the year Debentures are allotted from Security Premium Reserve (if it exists) and then from Statement of Profit and Loss as Financial Cost (AS 16)	25	10

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 3	Analysis of Financial Statements • Financial Statement Analysis: Meaning, Significance, Objectives, Importance and Limitations. • Accounting Ratios: Meaning, Objectives, Advantages, Classification and computation. ✓ Liquidity Ratios: Current Ratio and Quick Ratio. ✓ Solvency Ratios: Debt to Equity Ratio, Total Asset to Debt Ratio, Proprietary Ratio and Interest Coverage Ratio, Debt to Capital Employed Ratio. ✓ Activity Ratios: Inventory Turnover Ratio, Trade Receivables Turnover Ratio, Trade Payables Turnover Ratio, Fixed Asset Turnover Ratio, Net Asset Turnover Ratio and Working Capital Turnover Ratio. ✓ Profitability Ratios: Gross Profit Ratio, Operating Ratio, Operating Profit Ratio, Net Profit Ratio and Return on Investment. • Tools for Financial Statement Analysis :Comparative Statements, Common Size Statements, Ratio Analysis. OR Computerized Accounts - I Concept of Electronic Spreadsheet: • Concept, Data Entry, Text Management and Cell Formatting, Data Formatting, Output Reports, Preparation of Reports using Pivot Tables and Common Errors in Spreadsheet. • Payroll Accounting. • Data Graphs, Charts and Diagrams, Preparation of Graphs and Charts using Excel, Advantages of using Graphs and Charts.	40	15
	Total	100	40

CLASS-XII

SEMESTER – IV

SUBJECT: ACCOUNTANCY (ACCT)

Full Marks: 40

Unit	Topics	Marks
Unit 1	Accounting for Partnership Firms – II	25
Unit 2	Accounting for Company – II	10
Unit 3	Cash Flow Statement OR Computerized Accounts – II	5
	Total	40

Question Paper Typology			
Sl. No.	Typology of Questions	Marks	In %
1.	Remembering & Understanding	12	30
2.	Applying	20	50
3.	Analyzing, Evaluating and Critical Understanding	8	20

Weightage to form Questions						
Unit	Topics	Unit Marks	Question type	No. of Questions	Marks of each question	Total Marks
Unit 1	Accounting for Partnership Firms – II	25	Descriptive	2	5	[10+9+6=25]
			SAQ Type 2	3	3	
			SAQ Type 1	3	2	
Unit 2	Accounting for Company – II	10	Descriptive	1	5	[5+3+2=10]
			SAQ Type 2	1	3	
			SAQ Type 1	1	2	
Unit 3	Cash Flow Statement <i>OR</i> Computerized Accounts - II	5	Descriptive	1	5	[5]
	Total	40				40

CLASS XII

SEMESTER –IV

SUBJECT: ACCOUNTANCY (ACCT)

Full Marks: 40

CONTACT HOURS: 80 HOURS

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	Accounting for Partnership Firms – II <i>Change in the Profit-Sharing Ratio among the existing partners–</i> Sacrificing Ratio, Gaining Ratio, Accounting for Revaluation of Assets and Reassessment of Liabilities and Treatment of Reserves, Accumulated Profits and Losses. <i>Admission of a partner:</i> Effect of admission of a partner on change in the Profit-Sharing Ratio, Treatment of Goodwill, Treatment for Revaluation of Assets and Reassessment of Liabilities, Treatment of Reserves, Accumulated Profits and Losses, Adjustment of Capital Accounts and Preparation of Capital, Current Account and Balance Sheet.	50	25

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
	Retirement and death of a partner: Effect of Retirement / Death of a Partner on change in Profit Sharing Ratio, Treatment of Goodwill, Treatment for Revaluation of Assets and Reassessment of Liabilities, Adjustment of Accumulated Profits, Losses and reserves, Adjustment of Capital Accounts and Preparation of Capital, Current Account and Balance Sheet, Preparation of Loan Account of the Retiring Partner, Calculation of deceased partner's Share of Profit till the date of death, Preparation of deceased partner's Capital Account and his Executor's Account. Dissolution of Partnership Firm: Meaning of dissolution of partnership and partnership firm. Types of dissolution of a firm. Settlement of Accounts – Preparation of Realization Account, and other related accounts: Capital Accounts of Partners and cash/bank a/c (excluding piecemeal distribution, sale to a company and insolvency of partner(s)).		
Unit 2	Accounting for Share Capital - II Accounting for share capital: Issue and allotment of equity and preferences shares including simple problems on prorata allotment. Public subscription of shares: Over-subscription and under-subscription of shares; Issue at par and at premium, calls in advance and arrears (excluding interest), issue of shares for consideration other than cash. Forfeiture and reissue of shares: Accounting treatment. Disclosures: Disclosure of Share Capital in the Balance Sheet of a company as per Schedule III, Part I of the Companies Act, 2013.	20	10
Unit 3	Cash Flow Statement Indirect Method of AS-3 (Revised) and without Adjustments: Meaning, Objectives, Benefits, Cash and Cash Equivalents, Classification of Activities and Preparation of Cash Flow Statement OR Computerized Accounts - II Data Base Management System: Defining Data Base Requirements, Identification of Data to be stored in tables, Structure of Data. - Creating Data Table for Accounting, Using Queries, Forms and Reports for generating accounting information with the help of Microsoft Access Software.	10	5
	Total	80	40

[Note: **20 Hours** reserved for Remedial classes, Tutorials and Home Assignments.]

CLASS - XII

COURSE CODE: PROJECT

Full Marks: 20 [Project Report: 10 Marks; Viva Voce: 10 Marks]

Students need to undertake any **one** project out of the four topics given below

at the end of Semester IV of Class XII.

Topic 1	Analysis of Financial Statements of a concern applying the tools of Ratio Analysis from a given Balance Sheet.
Topic 2	Analysis of Financial Statements of two concerns applying the tools of Comparative and Common size Statements.
Topic 3	Preparation of Cash Flow Statement from given Financial Statement of at least two business enterprises.
Topic 4	Preparation of an imaginary Balance Sheet of any concern as per the Companies Act, 2013 along with Notes to Accounts from a given set of information.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
SYLLABUS FOR CLASSES XI AND XII
SUBJECT : BUSINESS STUDIES (BSTD)

Course Overview:

The course in Business Studies is introduced at Higher Secondary Education as formal commerce education is provided after first ten years of schooling. Therefore, it becomes necessary that instructions in this subject are given in such a manner that students have a good understanding of the principles and practices bearing in business (trade and industry) as well as their relationship with the society.

Business is a dynamic process that brings together technology, natural resources and human initiative in a constantly changing global environment. To understand the framework in which a business operates, a detailed study of the organisation and management of business processes and its interaction with the environment is required. Globalisation has changed the way organizations transact their business. Information Technology is becoming a part of business operations in more and more organisations. Computerised systems are fast replacing other systems. E-business and other related concepts are picking up fast which need to be emphasized in the curriculum.

The course in Business Studies prepares students to analyse, manage, evaluate and respond to changes which affect business. It provides a way of looking at and interacting with the business environment. It recognizes the fact that business influences and is influenced by social, political, legal and economic forces. It allows students to appreciate that business is an integral component of society and develops an understanding of many social and ethical issues. Therefore, to acquire basic knowledge of the business world, a course in Business Studies would be useful. It also informs students of a range of study and work options and bridges the gap between school and work.

Objectives:

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

CLASS - XI
SEMESTER – I
SUBJECT : BUSINESS STUDIES (BSTD)

FULL MARKS: 40

CONTACT HOURS: 100 Hours

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	Nature and Purpose of Business: • History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Position of Indian Sub-Continent in the World Economy. • Concept and characteristics of business. • Business, Profession and Employment – Distinctive Features and Scope. • Objectives of Business – Economic and Social, Role of Profit in Business. • Classification of Business Activities: Industry and Commerce. • Industry – Types: Primary, Secondary and Tertiary. • Commerce – Trade: Types (Internal, External/ Foreign, Wholesale and Retail) and Auxiliaries to Trade: Banking, Insurance, Transportation, Warehousing, Communication and Advertising. Business risks – Nature and Causes.	20	8
Unit 2	Forms of Business Organisation: • Sole proprietorship: Meaning, Features, Merits and Limitations. • Partnership: Meaning, Features, Merits and Limitations, Types of Partnership and Types of Partners, Registration of a Partnership Firm, Partnership Deed. • Limited Liability Partnership • Cooperative Societies: Features, Types, Merits and Limitations. • Company: Private Company, Public Limited Company – Features, Merits and Limitations. • Stages in the Organisation of a company • Starting a Business: Basic factors/ steps. Choice of form of Business Organisation.	26	10

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 3	Public, Private and Global Enterprises: • Private Sector and Public Sector Enterprises: Concept. • Forms of Public Sector Enterprises: Departmental Undertakings, Statutory Corporations, Government Companies (Features, Merits and Limitations). Global Enterprises, Joint Ventures, Public-Private Partnership: Features.	20	6
Unit 4	Business Services: • Banking: Types of Bank Accounts – Savings, Current, Recurring, Fixed Deposit Accounts. • Banking services with particular reference to – Issue of Bank Draft, Banker's Cheque (Pay Order), RTGS (Real Time Gross Settlement), NEFT (National Electronic Funds Transfer), Bank Overdraft, Cash Credits, E-Banking. • Insurance: Principles, Concept of Life, Health, Fire and Marine insurance. Postal and Telecom Services: Mail (UCP, Registered Post, Parcel, Speed Post and Courier).	20	10
Unit 5	Emerging Modes of Business: • E-Business – Scope and benefits, Resources required for successful e-business implementation, online transactions, payment mechanism, security and safety of business transactions. Outsourcing - Concept, Need, and Scope of BPO (Business Process Outsourcing) and KPO (Knowledge Process Outsourcing).	14	6
	Total	100	40

CLASS - XI
SEMESTER – II
SUBJECT: BUSINESS STUDIES (BSTD)

FULL MARKS: 40

CONTACT HOURS: 80 HOURS

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 6	Social Responsibility of Business and Business Ethics: • Concept of Social Responsibility. • Case of Social Responsibility • Responsibility towards Owner, Investors, Consumers, Employees, Government and Community. • Environmental Protection and Business. • Business Ethics – Concept and Elements.	8	5
Unit 7	Sources of Business Finance: • Concept of Business Finance. • Owner's Funds – Equity Shares, Preference Shares and Retained Earnings. • Borrowed Funds - Debentures and Bonds, Loan from Financial Institutions, Loan from Commercial Banks, Public Deposits, Trade Credit, ICD (Inter-Corporate Deposits), Factoring.	26	10
Unit 8	Small Business: • Entrepreneurship Development(ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, Ways to fund start-up. Intellectual Property Rights and Entrepreneurship. • Small Scale Enterprise as defined by MSMED Act 2006, (Micro, Small and Medium Enterprises Development Act). • Role of Small Business in India - With special reference to Rural Areas. Government Schemes and Agencies for Small Scale Industries: NSIC (National Small Industries Corporation) and DIC (District Industries Centre) with special reference to Rural & Hilly Areas.	12	7

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 9	Internal Trade: • Services of a Wholesaler and Retailer. • Types of Retail trade – Itinerants and Small scale fixed shops. • Large Scale Retailers – Departmental Stores, Chain Stores, Mail Order Business and concept of Automatic Vending Machine. • Chambers of Commerce and Industry: Basic functions • Main Documents used in Internal trade: Proforma Invoice, Invoice, Debit Note, Credit Note, LR (Lorry Receipt), RR (Railway Receipt) • Terms of Trade: COD (Cash on Delivery), FOB (Free on Board), CIF (Cost, Insurance and Freight), E&OE (Errors and Omissions Excepted). GST (Goods and Services Tax): Concept and Key Features.	24	10
Unit 10	International Trade: • Concept and complexities of International Trade. • Export-Import Procedure and Documents Required. • World Trade Organisation (WTO): Historical perspective, Functions of WTO and Agreements.	10	8
	Total	80*	40

[Note: ***20 Hours** reserved for Remedial classes, Tutorials and Home Assignments.]

CLASS - XII
SEMESTER – III
SUBJECT: BUSINESS STUDIES (BSTD)

FULL MARKS : 40

CONTACT HOURS: 100 HOURS

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 1	Nature and Significance of Management: • Management – Concept, Objectives, Importance. • Management as Science, Art and Profession. • Levels of Management. • Management Functions – Planning, Organising, Staffing, Directing, Controlling. • Coordination – Characteristics and Importance	20	5
Unit 2	Principles of Management: • Principles of Management – Concept, Nature and Significance. • Fayol's Principles of Modern Management. • Taylor's Scientific Management – Principles and Techniques.	14	5
Unit 3	Business Environment: • Business Environment – Concept, Importance. • Dimensions of Business Environment – Economic, Social, Technological, Political and Legal. • Concept of Liberalisation, Privatisation and Globalisation. • Impact of Government Policy changes on Business and Industry with special reference to Liberalisation, Privatization and Globalization.	12	5
Unit 4	Planning: • Concept, Importance, Limitations. • Planning process. • Types of Plans – Objective, Strategy, Policy, Procedure, Method, Rule, Budget, Programme.	14	7
Unit 5	Organising: • Concept and Importance. • Steps in the Process of Organising. • Structure of Organisation – Functional and Divisional. • Formal and Informal Organisation. • Delegation: Concept, Elements and Importance. • Decentralization: Concept and Importance.	14	8

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 6	Marketing Management: • Marketing – Meaning, Functions, Marketing vs. Selling. • Marketing Management Philosophies. • Marketing Mix – Concept • Product – Concept, Branding, Labelling and Packaging. • Price – Factors determining Price. • Physical Distribution – Concept, Channels of Distribution: Types, Choice of Channels. • Promotion – Concept and Elements. • Advertising – Concept, Role, Objections against Advertising. • Personal Selling – Concept and Qualities of a Good Salesman. • Sales Promotion – Concept and Techniques. • Publicity – Concept and Role.	26	10
	Total	100	40

CLASS - XII
SEMESTER - IV
SUBJECT: BUSINESS STUDIES (BSTD)

FULL MARKS : 40

CONTACT HOURS: 80 HOURS

COURSE CODE: THEORY

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 7	Staffing: • Concept and Importance of Staffing • Staffing as a part of Human Resource Management • Staffing Process: Recruitment – Meaning and Sources Selection – Process • Training and Development – Concept and Importance. Methods of Training — on the job and off the job- vestibule training, apprenticeship training and internship training.	13	7
Unit 8	Directing: • Concept and Importance • Elements of Directing • Supervision – Concept, Functions of a Supervisor. • Motivation – Concept, Maslow's Hierarchy of Needs. Financial and Non-Financial Incentives. • Leadership – Concept, Qualities of a Good Leader. • Communication – Concept, Formal and Informal Communication, Barriers to Effective Communication, Measures to overcome the barriers.	10	7

UNIT NO.	TOPICS	CONTACT HOURS	MARKS
Unit 9	Controlling: • Concept and Importance. • Relationship between Planning and Controlling. • Steps in the Process of Control.	9	5
Unit 10	Financial Management: • Concept, Objectives of Financial Management • Decisions relating to Investment, Financing and Dividend. • Financial Planning: Concept and Importance. • Financial Structure: Concept and Factors affecting Structure. • Fixed and Working Capital: Concept and Factors affecting their requirements.	20	8
Unit 11	Financial Markets: • Financial Markets: Concepts and Types. • Money Market and its Instruments. • Capital Market and its Types (Primary and Secondary). • Stock Exchange – Functions, Trading and Settlement Procedure. • Dematerialization and Depositories (NSDL and CDSL). • NSEI: Objectives, BSE: Objectives. • Securities Exchange Board of India (SEBI): Objectives and Functions.	20	8
Unit 12	Consumer Protection: • Consumer Protection: Concept and Importance • The Consumer Protection Act, 2019: Meaning of consumer Rights and Responsibilities of Consumers Who can file a complaint? Redressal machinery Remedies available • Consumer Awareness- Role of Consumer Organisations and Non-Governmental Organisations (NGOs)	8	5
	Total	*80	40

[Note: ***20 Hours** reserved for Remedial classes, Tutorials and Home Assignments.]

GUIDELINES FOR PROJECT WORK (BOTH FOR CLASSES XI AND XII)

Students are required to make only **ONE** project for the entire year. [One Project for **20 marks**]

1. The teacher will help students to select any ONE topic for the entire year from the List of Projects.
2. The topic should be assigned after discussion with the students in the class and should then be discussed at every stage of the submission of the project.
3. The teacher should play the role of a facilitator and should closely supervise the process of project completion.
4. The teachers must ensure that the project work assigned to the students whether individually or in group are discussed at different stages right from assignment to drafts review and finalization.
5. Students should be facilitated in terms of providing relevant materials or suggesting websites or obtaining required permissions from business houses, malls etc for their project.

Presentation and Submission of Project Report:

At the end of the stipulated term, each student will prepare and submit his/her project report.

Following essentials are required to be fulfilled for its preparation and submission:

- (i) The total length of the project will be of 15 to 20 pages.
- (ii) The project should be handwritten.
- (iii) The project should be presented in a neat folder.
- (iv) The project report should be developed in the following sequence:
 - The cover page should include the title of the Project, student information, school and year.
 - List of contents.
 - Acknowledgements and preface (acknowledging the institution, the places visited and the persons who have helped).
 - Introduction.
 - Topic with a suitable heading.
 - Planning and activities done during the project, if any.
 - Observations and findings of the visit.
 - Conclusions (summarized suggestions or findings, future scope of study).
 - Photographs (if any).
 - Appendix
 - Teacher's observation.
 - Signatures of the teachers.

PROJECT WORK FOR CLASS- XI [20 MARKS]

[FILE – 4 MARKS + WRITTEN – 12 MARKS + VIVA – 4 MARKS]

LIST OF PROJECTS:

1)	Auxiliaries to Trade: Find out names of five companies each related to different auxiliaries i.e. banking, insurance, warehousing, transportation, communication and advertising from real life.
2)	Cooperative Society: Find out the names of five different types of cooperative societies around you. Also give details of business activities of any one of them.
3)	Visit to an Industry: The students are required to observe the following: a) Nature of the business organization. b) Determinants for location of business unit. c) Form of business enterprise. d) Auxiliaries involved in the production process. e) Workers employed, method of wage payment, training programmes and facilities available. f) Levels of management. g) Capital structure employed – borrowed vs. owned. h) Quality control, recycling of defective goods. i) Working conditions for labour in observation of Labour Laws. j) Storage of raw material and finished goods. k) Transport management for employees, raw material and finished goods. l) Any other observation.
4)	Banking – SB account: Visit a nearby bank to find out the procedure for opening a savings bank account. Collect the required documents and prepare a report on the same.
5)	E – Banking (Digital Banking): Find out the procedure for transferring funds through RTGS or NEFT.
6)	Visit to a Wholesale Market: vegetables/fruits/flowers/grains/garments etc.: The students are required to observe the following: a) Sources of merchandise. b) Local market practices. c) Any linked up business like transporters, packagers, moneylenders, agents etc. d) Nature of the goods dealt in. e) Types of buyers and sellers. f) Mode of goods dispersed, minimum quantity sold, types of packaging employed. g) Factors determining the price fluctuations. h) Seasonal factors (if any) affecting the business. i) Mode of payments. j) Wastage and disposal of dead stock. k) Warehousing facilities available/availed. l) Any other aspect.

7)	External Trade: Imagine yourself to be an Exporter or an Importer. Collect documents used in your trade, fill them and present them in a file.
8)	Insurance (choose any one): Life Insurance, Fire Insurance and Marine Insurance. The students are required to gather information on the following aspects: a) History of Insurance. b) Development of regulatory mechanism. c) Procedure for obtaining policy. d) Procedure for obtaining claim.
9)	Social Responsibilities: Select any two companies/firms and give an account of the steps taken by them for discharging their social responsibilities.

PROJECT WORK FOR CLASS- XII [20 MARKS]

[FILE – 4 MARKS + WRITTEN – 12 MARKS + VIVA – 4 MARKS]

LIST OF PROJECTS:

1)	Principles of Management: The students are required to visit any one of the following: i) A Departmental Store. ii) An Industrial unit. iii) A fast food outlet. iv) Any other organization approved by the teacher. The students are required to observe the application of the following General Principles of Management advocated by Fayol. a) Division of work. b) Unity of command. c) Unity of direction. d) Scalar chain. e) <i>Esprit de corps</i>. f) Fair remuneration to all. g) Order. h) Equity. i) Discipline. j) Subordination of individual interest to general interest. k) Initiative. l) Centralisation and decentralization. m) Stability of tenure. n) Authority and Responsibility. [This project may be done as a group activity.]
2)	Marketing – Objectionable advertisements: Collect information related to five objectionable advertisements presented through any media and explain the objections.

3)	Marketing – Useful advertisements: Collect five advertisements from Print or Electronic media and interpret their messages.
4)	Marketing – Sales Promotion: Select any two famous firms/companies and find out the sales promotion techniques generally adopted by them.
5)	Stock exchange: The students are expected to: a) Develop a brief report on History of Stock Exchanges in India. b) Prepare a list of at least 20 companies listed on a Stock Exchange. c) Observe and record the starting and closing prices of the above listed shares over a period of ten working days. d) Graphical presentation of the share prices of different companies on different dates. e) Identify the top ten companies out of the 20 selected on the basis of their market value of shares.
6)	Consumer Protection – Role of NGOs: As a consumer, contact an NGO for a complaint against any defective goods or deficient service and report the assistance provided by them.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

SYLLABUS FOR CLASS XI AND XII

SUBJECT: ECONOMICS (ECON)

Course Objective:

The objective of any course is primarily twofold: first, to improve the understanding of the world around us, and to impart knowledge & develop skills in the students, which improves their employability. The HS Course in Economics has also been framed keeping these two primary objectives in mind.

The course is designed to ensure that the students develop a basic knowledge of the economic concepts, terms, theories and processes so that they can understand literatures and articles on economic issues. The course also aims at helping the students to understand the problems and challenges faced by the Indian economy as well as world economy in general and to apply the knowledge of the economics to make informed choices. The course is also intended to inculcate analytical, logical and statistical skills in a student so that they are able to analyse economic problems applying the concepts and processes they have learnt. The course should also equip them to draw conclusions and present the conclusions in an innovative way.

Course Overview:

The course consists of four modules. The first two modules offered in class XI are Microeconomics and Statistics. The next two modules offered in class XII are Macroeconomics and Indian Economic Development.

The course on Microeconomics familiarizes the students with different basic concepts of choice, demand, supply, revenue, cost and profit. The course is intended to develop an understanding about different forms of market structures their working process as well as basic concepts and processes about international trade.

The course on Statistics introduces the students to the basic concepts and techniques used in Statistical analysis of data. The course is developed with the aim of equipping the students to apply the statistical techniques in analyzing economic problems. This course will be particularly useful in conducting the project work, which is also part of the course. The students can apply statistical techniques on economic data along with the theories and concepts they learn in theoretical courses to analyse problems relating to economic issues.

The course on Macroeconomics likewise introduces the basic concepts of national income accounting and simple Keynesian Economic system to the students. The course also includes topics on Balance of payments, money & banking, government budget and taxation. All these topics are introduced at a basic level with the aim of enabling the students to understand and analyse Macroeconomic issues in an integrated framework.

Finally, the course on Indian Economic Development attempts to provide the students with an overall view of Indian Economy, the nature and path of development that the Economy has experienced and the factors that have contributed to the process of development. The topics include sectoral distribution of income and occupation, evolution of the structure of Agricultural sector, Industrial sector and Services sector and the topical issue of inclusive growth. The necessary concepts like poverty, inequality, unemployment, human development have been introduced to provide the necessary perspective for understanding and analysing Indian Economic problems.

All the courses are structured in such a way that the student can understand, remember and apply the different concepts, processes and theories. The ultimate aim is to develop the students' analytical skills and ability to develop innovative ways to address the economic problems.

CLASS - XI

SUBJECT: ECONOMICS (ECON)

COURSE CODE: THEORY

FULL MARKS: 40

CONTACT HOURS: 100 HOURS

SEMESTER – I

Sub Topics

Microeconomics & Statistics

UNIT No.	TOPICS	CONTACT HOURS	MARKS
Unit – 1: Microeconomics	1. Microeconomics Unit 1: Introduction a. Problems addressed in Economics (both Micro & Macro): Basic Problems: for whom to produce, How to Produce, what to produce; Problems of Economic Growth, Economic Development and Problems of Sustainable Development. b. How the Problems are addressed: Free Market Economy; Government Intervention; Socialist Economic system; Mixed Economic system; Broad Social Goals: Efficiency, Equity, Freedom of Choice, Economic Growth, Sustainable Development. c. Indicators - Indicators of Economic Growth (Only definition) a. Income, per capita income b. Savings c. Investment i. Physical Capital ii. Human Capital d. Development Indicators (Concepts & Definitions) a. Inequality b. Poverty c. Unemployment d. Gender Inequality e. Environment	10	4
Unit – 2 Microeconomics	Consumer Behaviour a. Demand & Supply-Concept of Equilibrium Price-Invisible Hand –laissez faire b. Concept of Elasticity of Demand – Price Elasticity of Demand; Income Elasticity of Demand; Cross Price Elasticity of Demand; Elasticity of Supply (Numerical	20	8

UNIT No.	TOPICS	CONTACT HOURS	MARKS
	Problems can be Introduced); Comparative Statistics- Price Ceiling& Price Floor. c. Basics of Theory of Consumer Behaviour, Cardinal Utility, Ordinal Utility; Budget Constraint, Indifference Curve & Its Properties, Utility Maximization Using Indifference Curve; Derivation of Demand Function.		
Unit – 3 Microeconomics	Producer Behaviour a. Short Run and Long Run Production Function, Law of Variable Proportions ,Returns to Scale, Economies of Scale b. Basic Concepts of Cost: STC, SAC, SMC, LTC, LAC, LMC, Implicit Cost, Opportunity Cost c. Concepts of Revenue and Profit: TR, AR, MR, Profit	20	8
Unit – 4 Statistics	Introduction to Data a. Scope of Statistics b. Introduction to Different Types of Data: Primary vs Secondary, Time Series vs Cross-Section, Qualitative vs Quantitative; Features of a Good Questionnaire c. Data Sources for the Indian Economy	10	4
Unit – 5 Statistics	Organization & Representation of Data a. Classification of Data: Continuous & Discrete Variables b. Textual Presentation of Data c. Tabular form Presentation of Data d. Graphical Representation of Data:-Bar Chart,Histogram,Frequency Curve, Pie Chart,Ogive, Arithmetic Line Graph	20	8
Unit- 6 Statistics	Measures of Central Tendency a. Mean: Arithmetic Mean, Geometric Mean b. Quartile &Median, Percentile (definition only) c. Mode	20	8

CLASS - XI

SUBJECT: ECONOMICS (ECON)

COURSE CODE: THEORY

FULL MARKS: 40

CONTACT HOURS: 80 HOURS

SEMESTER – II

Sub Topics

Microeconomics & Statistics

UNIT No.	TOPICS	CONTACT HOURS	MARKS
Unit – 1 Microeconomics	Introduction to Concepts of Market Structure a. Basic Concepts of Forms of Markets: Perfect Competition, Monopoly, Natural Monopoly, Monopolistic Competition, Oligopoly. (Definition & Features) b. TR, AR & MR under Fixed Price & Variable Price, Equilibrium Condition under Perfect Competition & Monopoly c. Financing through Debt & Equity: Basics of Financial Instruments (Stocks & Bonds)(Definitions & Differences) d. Problems of Externality: Social Cost & Private Cost, Problems of Market Failure, with special reference to Environmental Problems e. Public Goods & Private Goods	20	10
Unit – 2 Microeconomics	Basics of International Trade a. Difference Between Internal Trade & International Trade b. Concept of Absolute Advantage & Concept of Comparative Advantage c. Gains from Trade d. Concepts of Tariff & Quota (Only Definition) e. Basic Ideas about Trade Liberalization, Bilateral Trade Agreements, Regional Trade Agreements.	20	10
Unit – 3 Statistics	Measures of Dispersion a. Absolute Measures of Dispersion Range, Standard Deviation and Variance Quartile Deviation b. Relative Measure of Dispersion: Coefficient of Variation	17	8

UNIT No.	TOPICS	CONTACT HOURS	MARKS
Unit – 4 Statistics	Correlation a. Concept b. Scatter Diagram c. Spearman's Rank Correlation d. Pearson's Correlation Coefficient	17	8
Unit – 5 Statistics	Index Numbers: a. Concept & Use b. CPI & WPI	6	4

CLASS - XII

SUBJECT: ECONOMICS ECON)

COURSE CODE: THEORY

FULL MARKS: 40

CONTACT HOURS: 100 HOURS

SEMESTER – III

Sub Topics

Macroeconomics & Indian Economic Development

UNIT No.	TOPICS	CONTACT HOURS	MARKS
Unit – 1 Macroeconomics	National Income Accounting: a. Concept of Stocks & Flows, Concept of Transfer Payments, Concept of Closed Economy & Open Economy, Concepts of GDP, GNP, NDP, NNP, NI at Market Price, NI at Factor Cost, Real Income vs Nominal Income b. Methods of Measuring NI: Product Census Method, Value Added Method-Concept of Intermediate Goods & Final Goods, Income Method, Expenditure Method (Simple Numerical)	20	8
Unit – 2 Macroeconomics	Simple Keynesian system (Closed Economy Model with Government) a. Consumption Function & Savings Function b. Cross-Diagonal Model, Introduction to Government Budget & Taxation c. Alternative Forms of Multiplier: Investment Multiplier, Government Expenditure Multiplier, Tax Multiplier	20	8
Unit–3 Macroeconomics	Balance of Payments & Exchange Rate a. Concepts of BOP: Balance of Trade, Balance of Current Account, Balance of Capital Account, Causes & Solutions of BOP Disequilibrium, Autonomous & Accommodating Transactions. b. Basic Concepts and Types of Exchange Rates	10	4

UNIT No.	TOPICS	CONTACT HOURS	MARKS
Unit – 4 Indian Economic Development	Brief Reference to Colonial Past: Advantages and Disadvantages	10	4
Unit – 5 Indian Economic Development	Evolving Features of Indian Economy : - Sectoral Composition of NI and changes over time during Pre-Liberalization and Post Liberalization Period - Occupation Distribution of NI during Pre-Liberalization and Post-Liberalization Period, Post-Independence Period & Changes thereof - Types of Unemployment –Changes in Occupational Patterns during Pre-Liberalization & Post-Liberalization Period – Problem of Unemployment in India – Different Employment Generating Programs in the Post-Liberalization Period –Jobless Growth. - India & Its Neighbours – a Comparison of Economic Growth, Population & Sectoral Development & other Human Development Indicators (Comparison with China)	20	8
Unit-6 Indian Economic Development	Agriculture : - Problems in Agricultural in the Post-Independence Era- 1st Plan and Green Revolution - Institutional Reforms: Land Reforms & Operation Barga –Reforms in Rural Credit. - Agricultural Reforms in the Post-Liberalization Era – Impact of Globalization in Indian Agriculture - Food Security & Public Distribution System	20	8

CLASS - XII

SUBJECT: ECONOMICS (ECON)

COURSE CODE: THEORY

FULL MARKS: 40

CONTACT HOURS: 80 HOURS

SEMESTER – IV

Sub Topics

Macroeconomics & Indian Economic Development

UNIT No.	TOPICS	CONTACT HOURS	MARKS
Unit – 1 Macroeconomics	Money, Banking & Inflation : a. Concept & Functions of Money b. Basics of Supply of Money, Central Bank Money, Process of Credit Creation & Role of Commercial Banks, Concept of Money Multiplier c. Concept of Inflation, Demand Pull Inflation, Cost Push Inflation, Stagflation. d. Functions of Central Bank & Methods of Credit Control: Direct Control vs Indirect Control; Control Rates: CRR, SLR, Repo Rate, Bank Rate, Prime Lending Rate	20	10
Unit – 2 Macroeconomics	Financing of Government Budget: a. Public Finance vs Private Finance b. Sources of Government Revenue: Tax & Non-Tax Revenue, Alternative Forms of Taxes – Progressive & Proportional Taxes, Direct and Indirect Taxes, Concept of GST, Sources of Non-Tax revenue c. Concept of Government Budget & Budget Deficit: Revenue Deficit, Fiscal Deficit, Primary Deficit, Monetization of Fiscal Deficit & Inflation, Balanced Budget Multiplier d. Public Debt: Internal vs External Debt; Short Term vs Long Term Debt	20	10
Unit – 3 Indian Economic Problems	Industry : a. 2nd 5-year Plan, Mahalanobish Model & Industrial Growth b. Industrial Liberalization in 1991 – Its Impact on Industrial Growth c. Trade Policy & Impact of Globalization on Indian Industry – Shift in Trade Policy Regime from Import	10	4

UNIT No.	TOPICS	CONTACT HOURS	MARKS
	Substitution to Export Promotion – India as a member of WTO d. Importance of Small Scale and Village Industries		
Unit – 4 Indian Economic Problems	Service Sector : a. Growth in Service Sector in India b. Growth in Trade of Services (Financial Sector, Information Technology Sector, Outsourcing) c. Impact of Economic Liberalization & Globalization on Service Sector Growth	15	8
Unit – 5 Indian Economic Problems	Inclusive Growth : a. Inclusive Growth –Definition & Measurement of Inclusive Growth b. Sustainable Development: 17 SDGs of UNDP c. Inequality & Poverty: Basic Measurements – Head Count Ratio, Poverty Gap, Lorenz Curve; Changes in Indian Scenario during 1950-1990, 1991-2019; Special Programs & Policies Adopted in India to Eradicate Poverty with special reference to West Bengal d. Environmental Problems of Economic Growth with special reference to India e. Human Development: Concept of HDI, Indian Scenario	15	8

CLASS: XII

SUBJECT: ECONOMICS (ECON)

COURSE CODE: PROJECT WORK

FULL MARKS: 20 For Classes XI and XII Separately

MARKS DIVISION: 12 [PROJECT REPORT] + 8 [VIVA]

A project work in economics is defined as a sequence of tasks that must be conducted and completed to attain a certain outcome either based on primary data or on secondary data. Learners will undertake only one project in each academic session and that project should be within 3,500-4,000 words (excluding diagrams, tables and graphs). Own observations and conclusions, depending on self-understanding of the selected topic should be incorporated while conducting and writing the project.

The Objectives of the Project Work are to enable students to:

- explore and elucidate theoretical concepts learnt in class XI and XII.
- analyse and evaluate empirically and theoretically real-world economic scenarios using theoretical constructs and arguments.
- nurture critical thinking skills.
- develop better communication skills while collecting primary data to focus on the problems of the local economy either individually or collectively.
- help to improve cognitive abilities with a view to making them sharper and more profound over time.
- follow up different aspects of economics in which learners have interest.

Topics for Secondary Data based Project Work for Class XI

1. Study of growth of GDP/ Per capita income in India for a specific period
2. Study of changing pattern of employment in India during plan period / post-liberalization period
3. Changing pattern of export/ Import during pre-liberalization & post-liberalization period
4. Study of government expenditure on education during post-liberalization period
5. Any other relevant topic from the topics covered

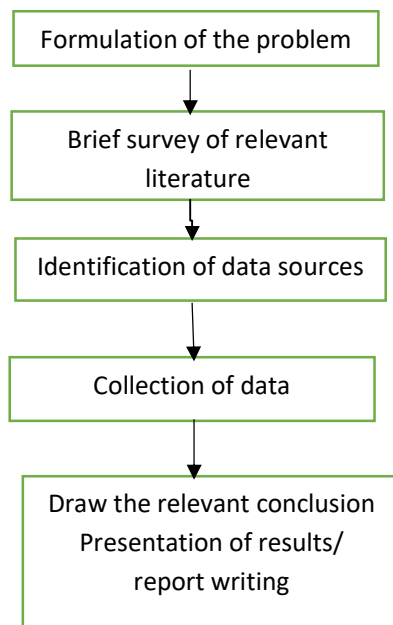
Topics for Secondary Data based Project Work for Class XII

1. Study of supply of credit to the Agricultural Sector/ Industrial Growth
2. Study of poverty in India
3. Study of changing pattern of inequality in India
4. Comparison of Human Development Index between India & a neighbouring country
5. Any other relevant topic from the topics covered

Data Sources for Secondary Data based Project

1. Economic Survey
2. Handbook of Statistics on Indian Economy:
<https://rbi.org.in/Scripts/AnnualPublications.aspx>
3. Hand book of Statistics on Indian States
4. RBI Bulletin
5. Annual Survey of Industries
6. Human Development Reports

Flow Chart for Projects Based on Secondary Data



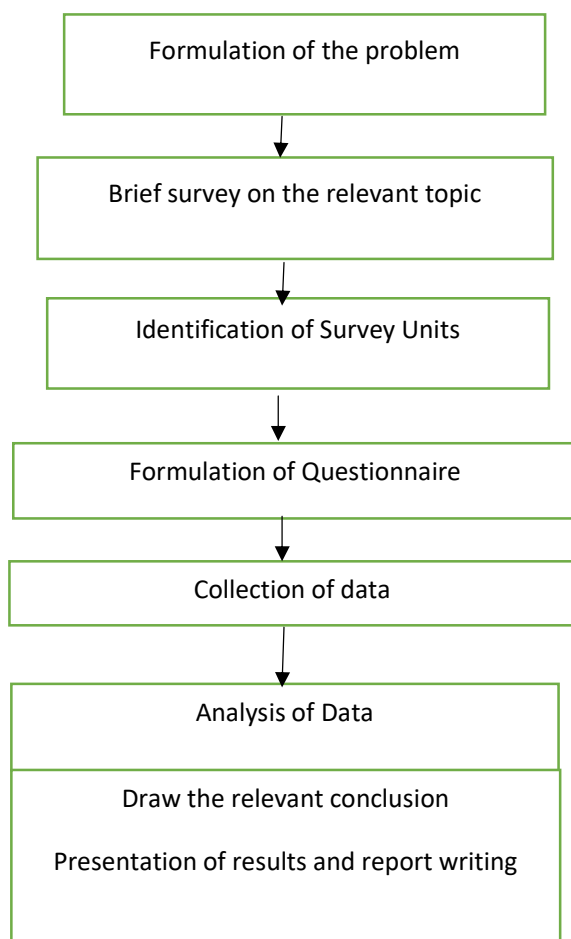
Topics for Primary Survey based Project Work for Class XI

1. Study of consumption pattern of different households
2. Study of savings pattern of different households
3. Study of local vegetable market to identify the extent of completion
4. Provision of public goods by local Gram Panchayat/ Local government
5. Any other relevant topic discussed in the syllabus

Topics for Primary Survey based Project Work for Class XII

1. Study of agricultural land holding pattern in the local area
2. Study of cropping pattern in the local area
3. Study of digitization of transactions among the local population
4. Study of relation between education & income / education & employment based on a local survey
5. Impact of Kanyasree Prakalpa on educational attainment of girl child
6. Any other relevant topic discussed in the syllabus

Flow Chart for Projects Based on Primary Data



Structure of the Project Report

1. Introduction of the issue
2. Description of data (description of data sources in case of secondary data based project, description of how the survey was conducted in case of projects based on primary survey)
3. Analysis of data using the knowledge of Statistics, Graphs & Tables & Interpretation of results
4. Conclusion from the analysis and interpretation
5. Bibliography

Distribution of Contact Hours

Total contact hours available per year	200 hrs
Contact hours for home assignments, tutorials, remedial classes per year	20 hrs
Contact hours available for classes per year	180 hrs
Contact hours for Semester I of Class XI	100 hrs
Contact hours for Semester II of Class XI	80 hrs
Contact hours for Semester III of Class XII	100 hrs
Contact hours for Semester IV of Class XII	80 hrs

Class XI	Hours	Class XII	Hours
Semester I	100 hrs	Semester III	100 hrs
Subject :Microeconomics	50hrs	Subject : Macroeconomics	50 hrs
Unit 1	10 hrs	Unit 1	20 hrs
Unit 2	20hrs	Unit 2	20 hrs
Unit 3	20hrs	Unit 3	10 hrs
Subject :Statistics	50 hrs	Subject : Indian Economic Development	50 hrs
Unit 4	10 hrs	Unit 4	10 hrs
Unit 5	20 hrs	Unit 5	20 hrs
Unit 6	20 hrs	Unit 6	20 hrs

Semester II	80 hrs	Semester IV	80 hrs
Subject :Microeconomics	40 hrs	Subject : Macroeconomics	40 hrs
Unit 1	20 hrs	Unit 1	20 hrs
Unit 2	20 hrs	Unit 2	20 hrs
Subject : Statistics	40 hrs	Subject : Indian Economic Development	40 hrs
Unit 3	17hrs	Unit 3	10 hrs
Unit 4	17 hrs	Unit 4	15 hrs
Unit 5	6 hrs	Unit 5	15hrs

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
SYLLABUS FOR CLASSES XI AND XII
SUBJECT : STATISTICS (STAT)

COURSE OVERVIEW :

Nowadays , Statistics has become an indispensable subject in every sphere of life, specially in the fields of Engineering, Commerce, Industry, Agriculture, Bio-Technology , Education , Economics, Physical Science and Social Science.

Sincere attempt has been taken in including the topics in Class XI and Class XII, so that students are familiarized with the content and ideas of those topics.

This Higher Secondary Statistics Syllabus included all the topics covered by the leading boards of India in HS level. Utmost care has been taken in selecting and preparing the topics for both the classes. Most of the topics will help HS students in their All India Entrance Examinations and Entrance tests of the reputed Institutions. Not only that, the students who are willing to pursue their studies in basic sciences will also get immense help.

For some advance topics, only a few salient features have been discussed to give the students a brief idea.

CLASS - XI

SEMESTER – I

SUBJECT : STATISTICS (STAT)

FULL MARKS: 35

CONTACT HOURS: 60 Hours

COURSE CODE : THEORY

UNIT No.	TOPICS	CONTACT HOURS	MARKS
UNIT 1	Introduction: Meaning of statistics, Nature of statistics, Importance of statistics, Relation with some allied subjects, Uses of statistics, Misuses of statistics	03	02
	Types of data: Primary and Secondary data, Quantitative data and Qualitative data, Discrete data and continuous data, Time series , Spatial series data and cross-sectional data, ordinal data and nominal data, Illustration with examples	06	04
UNIT 2	Collection of data: Questionnaire and its basic characteristics, Definition of Schedule and pilot survey, Designing a questionnaire and schedule, concept of outliers.	05	01
	Scrutiny of data: Checking internal consistency and detection of error in collection and in recording.	04	02
UNIT 3	Presentation of data: Textual representation, Tabular representation, Diagrammatic representation (line diagram, Multiple axes diagram and multiple line diagram), Bar diagram (Horizontal and vertical bar diagrams, multiple and divided bar diagrams), Pie diagram	09	04
UNIT 4	Frequency distribution, Cumulative frequency distribution and their graphical representation (Column diagram, Step diagram, ogive, Histogram, frequency curve of different types, Stem and leaf diagram)	09	05
UNIT 5	Official Statistics: Structure and activities of some organizations (NSSO, CSO, DGCSIR, Labour Borough, Agricultural Statistics, MOSPI)	04	03
UNIT 6	Concept of Central Tendency and its measures with properties including $AM \geq GM \geq HM$.	13	09
UNIT 7	Index No.: Definition of Index Number, Types of Index No.(Price Index, Quantity Index, Value Index), Construction of Price Index No. and its uses, Various Price Index formulae(Laspeyres', Paasche's, Edgeworth-Marshall and Fisher), Tests of consistency (Time reversal test and Factor reversal test)	07	05
	TOTAL	60 Hours	35

CLASS - XI

SEMESTER – II

SUBJECT : STATISTICS (STAT)

FULL MARKS: 35

CONTACT HOURS: 40 Hours

COURSE CODE : THEORY

UNIT No.	TOPICS	CONTACT HOURS	MARKS
UNIT 1	Measures of Dispersion: Range, Mean deviation, Standard deviation, Quartile deviation, Coefficient of variation, Quantile and Percentile with relation between different measures	10	10
UNIT 2	Raw and central moments up to fourth order and their conversions Cauchy –Schwartz Inequality Measures of Skewness and Kurtosis: Different measures based on moments and quantities (associated inequalities involving b_1 and b_2 coefficients)	07	06
UNIT 3	Random experiment: Sample Space, Notion of events and operations with events. Definition of Probability: Classical and Relative frequency approach to probability with limitations. Axiomatic Definition of Probability (Statement only) Theorem of Total Probability, Bonferroni's inequality, Boole's inequality. Compound Probability, Conditional Probability and Bayes' theorem, Statistical Independence of events (No. of events not more than three) and related problems.	12	12
UNIT 4	Concept of polynomials, Different forms of n -th degree polynomials relating to two different interpolation formulae, Remainder theorem. Concept of Interpolation, Δ and E operators and their relation. Simple Interpolation : Newton's Forward and Backward Interpolation formulae (without Derivation)	05	03
UNIT 5	Population Statistics: Introduction: Vital events, Sources of data on Vital events, Rates and Ratio of vital events. Measurement of Mortality: CDR, SDR, STDR Measurement of Fertility: CBR, GFR, ASFR, TFR Measurement of Population Growth: Crude rate of Natural increase and Vital index.	06	04
	TOTAL	40 Hours	35

[Note: 20 Hours reserved for Remedial classes, Tutorials and Home Assignments.]

CLASS - XII

SEMESTER – III

SUBJECT : STATISTICS (STAT)

FULL MARKS: 35

CONTACT HOURS: 60 Hours

COURSE CODE : THEORY

UNIT No.	TOPICS	CONTACT HOURS	MARKS
UNIT 1	Mathematics: Concept of series and sequence, Concept of convergence and divergence and related sums. Infinite series, e-series and log series and related sums. Concept of Maximum and Minimum, Concept of Partial derivative, Concept of Infinite Integral(Gamma integral and Beta integral and their relation with factorial)	16	06
UNIT 2	Probability Distributions Random Variables and its Probability distribution, Cumulative distribution function, Probability Mass Function, Probability density function , Expectation, Variance	15	10
UNIT 3	Some Discrete Distribution Uniform distribution, Binomial distribution, Poisson distribution, Geometric distribution and their properties with related problem Sums. Fitting of above distributions.	16	12
UNIT 4	Least square method and curve fitting (linear and exponential)	04	02
UNIT 5	Time series Analysis Introduction, Different components of time series, Different models of time series, Trend determination by method of simple moving averages and by fitting Mathematical curves (straight line and exponential curve)using least square principle.	09	05
	TOTAL	60 Hours	35

CLASS - XII

SEMESTER – IV

SUBJECT : STATISTICS (STAT)

FULL MARKS: 35

CONTACT HOURS: 40 Hours

COURSE CODE : THEORY

UNIT No.	TOPICS	CONTACT HOURS	MARKS
UNIT 1	Descriptive Statistics: Bivariate Data, Scatter diagram, Two - way frequency distribution, Marginal and conditional distribution. Simple correlation and its properties. Simple regression Analysis and its related results Rank data and rank correlation.(Spearman's Rank Correlation coefficient –case of no tie)	09	10
UNIT 2	Some Continuous Distribution Rectangular distribution and Normal distribution. their properties with related problem Sums. Fitting of above distributions.	07	07
UNIT 3	Sampling theory and Sampling distribution Population and Sample, Parameter and Statistic, Complete Enumeration and sample surveys, Basic principles of sample survey, Advantages of Sample survey over complete enumeration. Concept of probability sampling, Practical methods of drawing a random sample using a random Number Table, SRSWR and SRSWOR, Concept of Sampling distribution of sample mean and its standard error.	06	05
UNIT 4	p.d.f and shape of χ^2 , t and F with expectation and variance (without derivation)	03	02
UNIT 5	Estimation Idea of inference, Point estimation, Interval estimation, Estimator and estimate. Four basic criteria of Estimator, Concept of bias. Idea of unbiasedness and minimum variance unbiasedness. Point estimation of Binomial proportion, Poisson mean, normal mean and variance (using method of moments).	05	03

UNIT 6	Testing of Hypothesis: Statistical test of Hypothesis-Null and Alternative hypothesis, Simple and Composite Hypothesis, Type I and Type II error, Critical region, level of significance, Power of a test, One sided and Two sided tests. Critical Value. Tests of significance related to a single Binomial Proportion and Poisson Mean(using Large sample approximation), Mean and Variance of a single univariate Normal distribution.	06	05
UNIT 7	Statistical Quality Control Introduction, Idea of Quality and Quality Control, Advantages of Statistical Quality Control, Process and Lot control, Control chart technique. Construction of control charts by variables ($\bar{X} R$) and attributes(p, np)	04	03
	TOTAL	40 Hours	35

[Note:20 Hours reserved for Remedial classes, Tutorials and Home Assignments.]

CLASS: XI

SUBJECT : STATISTICS (STAT)

COURSE CODE: PRACTICAL

FULL MARKS: 30

CONTACT HOURS: 80

PROBLEMS FOR PRACTICAL EXAMINATION: 18 (5×2+4×2)

LABORATORY NOTE BOOK : 04, PROJECT WORKS : 05, VIVA-VOCE : 03

List of Problem Sets :

1. Tabular Presentation of Data, Scrutiny of Data
2. Diagrammatic Representation of Data (Non-Frequency Type)
3. Construction of Frequency Distribution and Graphical Representation of them (Univariate Data only, both Discrete and Continuous Variables)
4. Calculations Relating to Measures of Central Tendency (Problems involving Open Ended Classes, Missing Frequencies, Pooling of Two Sets of Data, Checking Empirical Relations, Finding Median Graphically using Ogives, Finding Mode using Histogram, Checking the Correctness of the Measures etc.)
5. Calculations Relating to Measures of Dispersion (Problems involving Open Ended Classes, Missing Frequencies, Pooling of Two Sets of Data, Step Deviation Methods using shift of Origin and/or Change of Scale, Checking the correctness of the Measures etc.)
6. Calculations Relating to Moments and Measures of Skewness and Kurtosis
(Comment on the Nature of Frequency Distribution, Verification of the Inequalities involving b_1 and b_2 is desirable)
7. Problems involving Polynomial, Δ -Operator, Finite Difference Table etc.
8. Calculations Relating to Index Numbers and their tests
9. Calculations Relating to Mortality Rates and Fertility Rates
10. **Project Works**: It will be based on Descriptive Statistics.

Here, we propose some **mini-projects** :

- (a) Prepare a questionnaire for collecting data on age-sex composition of different families of the locality of a student.
- (b) Collect data on age, family size, place of residence (Urban/Rural) and religion of all the students of your class or other class. Construct frequency distribution of all the variables and represent them by suitable diagrams.
- (c) Collect data on height and weight of all the students of your class or other class. Construct frequency distribution of all the variables and represent them by suitable diagrams.
- (d) Collect the maximum daily temperature ($^{\circ}\text{C}$) and minimum daily temperature ($^{\circ}\text{C}$) of your city from weather report for consecutive 30 days. Then compare these two distributions using suitable diagrams.
- (e) Collect data on the percentage of marks obtained in the last public examination of all the students of your class and present the data using suitable diagrams.
- (f) Collect data on height/weight of a group of students. Calculate the different measures of Central Tendency. Comment on the nature of data (skewness) based on the result you obtained.

CLASS: XII

SUBJECT : STATISTICS (STAT)

COURSE CODE: PRACTICAL

FULL MARKS: 30

CONTACT HOURS: 80

PROBLEMS FOR PRACTICAL EXAMINATION: 18 (5×2+4×2)

LABORATORY NOTE BOOK : 04, PROJECT WORKS : 05, VIVA-VOCE : 03

List of Problem Sets :

1. Scatter Diagram, Calculation of Correlation Coefficient and Regression Coefficient, Identifying the Regression Equations, Finding the Regression Equations from Bivariate Data, Problems on Spearman's Rank Correlation Coefficient (case of no tie).
2. Application and Fitting of Binomial, Poisson and Normal Distributions.
3. Drawing of Random Samples in SRSWR and SRSWOR using Random Number Tables.
4. Sampling Distribution of Sample Mean from a Finite Population based on SRSWR and SRSWOR (Start with a population having a finite number of values (4, 5, 6 etc.); choose a sample size of 2, 3 etc.; list all possible samples of the chosen size; calculate sample mean based on each such sample; obtain the sampling distribution of the sample mean and display this distribution diagrammatically).
5. Estimation of Population Mean and Standard Error of the Estimator of Population Mean under SRSWR and SRSWOR.
6. Testing of Hypothesis in case of Poisson Parameter, Mean and Variance of Normal Distribution, χ^2 goodness of fit.
7. Determination of Trend in Time Series Data using Moving Average Method (period of moving average even and odd), Linear trend equation and Exponential trend equation.
8. Construction of Control Chart (p , np , $\bar{x}$, R)
9. **Project Works :**

Here, we propose some mini-projects :

- (a) Collect the marks obtained in Test Examination and in Final Examination in MP for the students of a year. Plot the data to obtain a scatter diagram showing the relation between these two sets of scores. Calculate Correlation Coefficient and also obtain the Regression Lines. Estimate Final score based on Test score for the students. Compare estimated scores and actual scores. Are they same? If not, then what is the interpretation of it? Explain this in the conclusion of your project report.
- (b) Collect data on heights (in inches) and weights (in kg) of a group of students of same gender and same age group. Draw the scatter diagram of these bivariate data. Calculate correlation coefficient and then compute the regression equations of both the types.
- (c) Collect data on age of father and mother of a group of your friends. Rank the data. Using ranked data, calculate Rank Correlation Coefficient. Comment on the result you obtained.

- (d) Collect the maximum daily temperature ($^{\circ}\text{C}$) and minimum daily temperature ($^{\circ}\text{C}$) of your city from weather report for consecutive 30 days. Then plot the data using a suitable scale. Comment on the nature of the data you obtained.
- (e) Purchase 10 different chocolates from a nearby shop. Ask your two friends separately to rank them according to their preference. Using these data, check whether their preferences are related or not.
- (f) From a group of students of a class select a sample of size 10 using Random Number Table by SRSWR and SRSWOR. Estimate sample mean and sample variance based on the result you obtained.
- (g) Collect the data on the movement of BSE SENSEX for last two weeks. Fit a linear trend to the data and calculate the predicted value for next two days. Verify the correctness of the predicted values with the actual values. Comment on the result you obtained.

INSTRUCTIONS for Laboratory Session and
Preparation of Laboratory Note Book for STATISTICS.

1. For Laboratory Note Book, square sheets and white sheets both are to be used by the students, but if the square sheets are not available then the students may use Laboratory Note Book as used in practical of Biological Sciences, Physics and Chemistry etc.
2. Strictly, HB pencil is to be used in laboratory sessions. Scientific calculators (Non-Programmable) may be used. If required, Statistical Tables are to be supplied by the institutions. Geometry Box may also be used.
3. A problem set on a specific topic covering different numerical problems based on Secondary data is to be supplied to the students in a laboratory session. This may be typed or printed or neatly hand-written in white papers.

Each problem set should carry at the top

- (a) The problem set number
 - (b) Heading (in capital letters)
 - (c) Working date
4. While solving any problem in any of the problem sets, students must mention the necessary theory along with relevant formula and notations, in brief, wherever and whenever needed in the square sheets. No derivation or discussion is needed. Use tables for showing the calculations.
 5. The necessary calculations are to be shown stepwise with specification of units, wherever required. Calculations should be presented neatly, whenever required, in a square sheet or in the ruled side of the inter-leaf sheet.
 6. For graphs and diagrams the cm/mm graph papers are to be used. Both the axes should be labelled clearly, scales to be mentioned and the name of the charts/ diagrams are to be mentioned clearly. The graph sheets are to be presented adjacent to the relevant calculations of the problems concerned.
 7. All the problem sets enlisted in the syllabus must be completed, examined and signed with date by the teacher concerned. Finally, it should be arranged serially according to the content index.
 8. There should be a content index at the very beginning of the Laboratory Note Book which consists of
 - (a) Serial Number of the Chapters
 - (b) Heading of the Chapters
 - (c) Working Date
 - (d) Running Page Number

RULES for the Practical Examination

1. The Practical Examination is to be held on a **single date** simultaneously in all the institutions.
2. If it is not possible to hold the examination on a single date, then there should be **at least three sets of questions** for different dates since Statistics Practical is a numerical problem based practical.
3. The Practical Examination will be of **two hours** duration including Viva-Voce.
4. Questions of Viva-Voce may be asked by the **External Examiner** to test the depth and understanding of the student in both theory and practical, preferably on Project Work.
5. Only **non-programmable** scientific calculators are allowed in the examination.
6. Statistical table will not be given in the question paper. Only some required values will be given in the question paper. **Statistical tables**, if required, should be supplied by the institutions on the date of examination for consultation of the students.
7. The completed Laboratory Note Book **duly checked** covering all the topics/chapters as prescribed in the syllabus must be submitted during the Practical Examination of both Class XI and Class XII.
8. Students **must bring the completed Project Work** given to them on the date of Practical Examination.

WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
SYLLABUS FOR CLASSES XI AND XII

SUBJECT : MODERN COMPUTER APPLICATION
(COMA)

COMA

Course Overview:

This course covers the fundamental concepts of computer system organization, programming, efficient mechanism for storing and retrieving data on main memory, data management and visualization techniques, computer networks along with HTML page designing, the value of technology in societies, e-commerce, database management system, artificial intelligence, and data warehouse and data mining technique for the students from all academic backgrounds.

Course Objective:

This course enables students to-

- develop an understanding of how computer system works; the components of computer systems and how they interrelate, including software, data, hardware, communications and users.
- analyze a computing problem and to apply principles of computing to identify solutions.
- use of efficient data storing and retrieval technique along with basic programming skill.
- gather the fundamental knowledge on computer networks and web page designing.
- gain proficiency in data management, visualization, analysis, and presentation using a widely-used open source spreadsheet software application such as Open Office, Libre Office, or Google Spreadsheets.
- appreciate the ethical implications relating to the use of computing technology and information and identify the impact of technology on personal life and society.
- develop the knowledge, skills, and competencies needed to leverage the opportunities presented by the digital economy and to navigate the challenges and risks associated with online business operations.
- understand the basics of artificial intelligence and its subfields.
- develop an understanding of database management systems, with an emphasis on how to organize, maintain and retrieve - efficiently, and effectively.
- extract knowledge from data repository for data analysis, frequent pattern, classification and prediction.

Class XI

Total Contact Hours: 200 (Theory & Practical: 180 ; Remedial & Home Assignment:20)

SEMESTER – I

Course Code: COMA (Theory)

Full Marks: 35

Contact Hours: 100

Unit – 1	Computer System and Organisation	15 Marks	Total 30 Hours
	• Basic Computer Organisation ➤ CPU, Primary Memory (RAM, ROM, Cache), Secondary storage device, I/O devices, units of memory (bit, byte, KB, MB, GB, TB, PB). • Classification of Computers ➤ Super, Mainframe, Mini, PC.		4 Hours
	• Concepts of Software ➤ Definition of software, types of software – System Software (Translator: assembler, interpreter, compiler, Loader, Linker, Operating System: Definition and functions, types of OS- Single use, Multiuse, Multiprogramming, Multiprocessing, Time sharing), Application Software (Definition and example), Utility Software, concept of GUI and CUI with examples using LINUX (Basic Commands).		7 Hours
	• Number System ➤ Binary, Octal, Decimal, Hexadecimal number system, conversion between number system, Weighted Code (BCD, Binary, 84-2-1 code), non-weighted code (GREY, Excess-3), encoding schemes (ASCII, ISCII, uni code), 1's complement, 2's complement.		9 Hours
	• Boolean Algebra ➤ Postulates, logic gates: NOT, AND, OR, NAND, XOR, XNOR, truth tables, De Morgan theorem, SOP, POS, Simplifications using KMap and Boolean algebra, logic circuits.		10 Hours
Unit – 2	Programming Fundamentals	10 Marks	Total 20 Hours
	• Concept of Programming ➤ Instruction (Definition, Example), Program (definition, example), Programming Language (concept of high level, low level and assembly language), Procedural and Non-procedural programming, Concept of Structured Programming, Object Oriented Programming.		2 Hours
	• Algorithm fundamentals ➤ Definition, characteristic of algorithm, recursive and non-recursive algorithms, representation of algorithm using flowchart, pseudo code, efficiency of algorithm, space complexity, time complexity, Asymptotic Notation- big O, big Omega, big Theta.		15 Hours

	• Introduction to Problem Solving ➤ Steps for Problem Solving (analysing the problem, developing an algorithm, coding, testing, debugging).	3 Hours
Unit – 3	Data Visualization using Spreadsheet	10 Marks
	• Introduction to Spreadsheets ➤ Spreadsheets and their applications, overview of spreadsheet software (e.g., Open office, Google Sheets, Excel), creating workbooks, modifying workbook, zooming in on a worksheet, arranging multiple workbook windows, adding buttons to the quick access toolbar, customizing the ribbon, maximizing usable space in the program window navigating the spreadsheet interface, entering and editing data in cells saving, opening, and closing spreadsheet files.	6 Hours
	• Working with Data and Tables ➤ Entering and revising data, moving data within a workbook, finding and replacing data, correcting and expanding upon worksheet data, defining tables.	5 Hours
	• Performing Calculations on Data ➤ Naming groups of data, creating formulas to calculate values (e.g., SUM, AVERAGE, COUNT), summarizing data that meets specific conditions (e.g., AVERAGEIF, COUNTA, COUNTBLANK, COUNTIFS, SUMIF, IFERROR etc), finding and correcting errors in calculations.	5 Hours
	• Changing Workbook Appearance ➤ Formatting Cells, defining styles, workbook themes and table styles, making numbers easier to read, changing the appearance of data based on its value, adding images to worksheets.	4 Hours
	• Data Analysis and Manipulation ➤ Limiting data appearance on screen, working with text functions for data cleaning, Splitting and combining data, Data normalization and standardization, working with ranges and named ranges, conditional formatting, data validation and error checking, using logical functions (e.g., IF, AND, OR), sorting and filtering data.	10 Hours
	• Advanced Spreadsheet Features ➤ Creating and managing tables, working with charts and graphs, importing and exporting data, using goal seek.	10 Hours
	• Reporting and Presentation of Results ➤ Designing informative reports and summaries, creating interactive dashboards for data presentation, data visualization best practices, documenting data analysis processes presenting findings to stake holders.	8 Hours
	• Collaboration and Sharing ➤ Protecting worksheets and workbooks, sharing spreadsheets with others, tracking changes and commenting,	2 Hours

SEMESTER – II

Course Code: COMA (Theory)

Full Marks: 35

Contact Hours: 80

Unit – 1	Data Structure	10 Marks	Total 30 Hours
	• Definition, types of data structure-linear and non-linear.		2 Hours
	• Arrays: 1D, 2D and their applications.		3 Hours
	• Linked List: Basic concepts of Single, circular and double link list.		6 Hours
	• Stack ➤ Stack operations (push and pop), applications of Stack.		4 Hours
	• Queue ➤ Queue operations, applications of queue, basic concepts of circular queue and priority queue.		4 Hours
	• Recursion ➤ Definition. ➤ Advantages and limitations of recursion.		4 Hours
	• Searching and Sorting ➤ Linear Search, Binary Search, and their comparison. ➤ Bubble Sort and its Implementation.		7 Hours
Unit – 2	Computer Networks	15 Marks	Total 35 Hours
	>Introduction to Networking >>Analogue and digital Communication >>Mode of Communication- Simplex, half duplex and full duplex >>Network Architecture- Client server, Peer to Peer >>Serial and Parallel Communication >>Measuring Capacity of Communication Media (bandwidth, channel capacity, baud) >>Synchronous and asynchronous Transmission Mode >>Baseband and Broadband network.		6 Hours
	>Transmission Media >>Wired Communication Media (Twisted Pair, Co-axial cable, Fiber Optic). >>Wireless Communication Media (Radio wave, Microwave, Infrared, Satellite).		3 Hours
	>Network Connecting Devices >>Modem, Ethernet Card, RJ45, Repeater, Hub, Switch, Router, Gateway, Wifi card.		2 Hours
	>Network Type and Topologies >>Types of Network-LAN, MAN, WAN. >>Network Topologies- Bus, Star, Ring, Tree.		3 Hours

	>Network Protocols -HTTP, FTP, PPP, SMTP, TCP/IP, POP3, TELNET, HTTPS, VoIP.	2 Hours	
	>Referential Model - OSI Model (Basic Concept, use of devices and protocols at different layers).	1 Hours	
	>Introduction to Web Services: WWW, HTML, XML, IP Addresses, Domain names, URL, ISP, Website, Web browser, Web Server, Web Hosting.	3 Hours	
	>HTML Basic Tags and Document structure, HTML Tags, Head Tags, Title Tags, Introduction to HTML and Web design, how to create simple Web page, how to format text, Create Table, Adding Web link and Images, Forms, adding styles and classes to web pages, Borders and Background, Adding Video and Graphics.	15 hours	
Unit – 3	Ethics	10 Marks	Total 15 Hours
	• Digital Footprints.		1 Hour
	• Data Protection: Intellectual property rights (copyright, patent, trademark), violation of IPR (plagiarism, copyright infringement, trademark infringement), open-source software and licensing (Creative Commons, GPL and Apache).		5 Hours
	• Cyber Crime: Definition, hacking, eavesdropping, phishing and fraud emails, ransomware, cyber trolls, cyber bullying.		3 Hours
	• Cyber safety: Safely browsing the web, identity protection, confidentiality.		2 Hours
	• Malware: Viruses, trojans, adware.		1 Hour
	• E-waste management: Proper disposal of used electronic gadgets.		2 Hours
	• Information Technology Act: (IT Act).		1 Hour

Class XII

Total Contact Hours: 200 (Theory & Practical: 180 ; Remedial & Home Assignment:20)

SEMESTER – III

Course Code: COMA(Theory)

Full Marks: 35

Contact Hours: 100

Unit – 1	Python Programming	25 Marks	Total 80 Hours
	• Familiarization with the basics of Python programming ➤ Introduction to Python, Features of Python, executing a simple "hello world" program, execution modes: interactive mode and script mode, Python character set, Python tokens (keyword, identifier, literal, operator, punctuator), variables, concept of l-value and r-value, use of comments.		4 Hours
	• Knowledge of data types ➤ Number (integer, floating point, complex), Boolean, sequence (string, list, tuple), None, Mapping(dictionary), mutable and immutable data types.		2 Hour
	• Operators ➤ Arithmetic operators, relational operators, logical operators, assignment operators, augmented assignment operators, identity operators (is, is not), membership operators (in not in).		3 Hours
	• Expressions, statement, type conversion, and input/output ➤ Precedence of operators, expression, evaluation of an expression, type-conversion (explicit and implicit conversion), accepting data as input from the console and displaying output.		3 Hours
	• Errors: Syntax errors, logical errors, and run-time errors.		2 Hours
	• Flow of Control ➤ Introduction, use of indentation, sequential flow, conditional and iterative flow.		4 Hours
	• Conditional statements ➤ if, if-else, if-elseif-else.		5 Hours
	• Iterative Statement ➤ for loop, range (), while loop, break and continue statements, nested loops.		7 Hours
	• Strings ➤ Introduction, string operations (concatenation, repetition, membership and slicing), traversing a string using loops, built-in functions/methods-len(), capitalize(), title(), lower(), upper(), count(), find(), index(), endswith(), startswith(), isalnum(), isalpha(), isdigit(), islower(), isupper(), isspace(),lstrip(), rstrip(), strip(), replace(), join(), partition(), split().		10 Hours

	• Lists ➤ Introduction, indexing, list operations (concatenation, repetition, membership and slicing), traversing a list using loops, built-in functions/methods–len(), list(), append(), extend(), insert(), count(), index(), remove(), pop(), reverse(), sort(), sorted(), min(), max(), sum(); nested lists.	14 Hours	
	• Introduction to Python modules ➤ Importing module using 'import <module>' and using from statement, importing math module (pi(), sqrt(), ceil(), floor(), pow(), fabs(), sin(), cos(), tan()); random module (random(), randint(), randrange()), statistics module (mean(), median(), mode()).	12 Hours	
	• Functions ➤ Types of function (built-in functions, functions defined in module, user defined functions), creating user defined function, arguments and parameters, default parameters, positional parameters, function returning value(s), flow of execution, scope of a variable (global scope, local scope).	14 Hours	
Unit – 2	E-Commerce	10 Marks	Total 20 Hours
	• An introduction to Electronic Commerce ➤ What is E-Commerce (Introduction and Definition), Main activities E-Commerce, Goals of E-Commerce, Technical Components of E-Commerce, Functions of E-Commerce, Advantages and disadvantages of E-Commerce, Scope of E-Commerce, Electronic Commerce Applications, Electronic Commerce and Electronic Business (C2C, C2G, G2G, B2G, B2P, B2A, P2P, B2A, C2A, B2B, B2C). ➤ Internet, Intranet & Extranet, Role of Internet in B2B Application, Web promotion, Banner, Exchange, Shopping Bots.	8 Hours	
	• Electronic Payment System ➤ Introduction, Types of Electronic Payment System, Payment Types, Value Exchange System, Credit Card System, Electronic Fund Transfer, Paperless bill, Modern Payment Cash, Electronic Cash.	6 Hours	
	• Internet Marketing ➤ The PROS and CONS of online shopping, The cons of online shopping, Justify an Internet business, Internet marketing techniques, The E-cycle of Internet marketing, Personalization e-commerce.	6 Hours	

SEMESTER – IV**Course Code: COMA (Theory)****Full Marks: 35****Contact Hours: 80**

Unit – 1	Database Management System	15 Marks	Total 35 Hours
	• Introduction ➤ Drawbacks of Legacy System, Advantages of DBMS, Layered Architecture of Database, Data Independence, Data Models, Schemas and Instances, Database Languages, Database Users, DBA, Data Dictionary.		3 Hours
	• Entity Relationship (ER) Modeling ➤ Entity, Attributes and Relationship, Structural Constraints, Keys (Super Key, Key, Candidate Key, Alternate Key, Primary Key), ER Diagram of Some Example Database, Weak and strong Entity Set, Specialization and Generalization, Constraints of Specialization and Generalization, Aggregation.		7 Hours
	• Relational Model ➤ Basic Concepts of Relational Model, Relational Algebra.		8 Hours
	• Integrity Constraints ➤ Domain Constraints, Referential Integrity, View.		2 Hours
	• SQL ➤ Introduction, Data Definition Language and Data Manipulation Language, Data type (char(n), varchar(n), int, float, date), constraints (not null, unique, primary key), create database, use database, show databases, drop database, show tables, create table, describe table, alter table (add and remove an attribute, add and remove primary key), drop table, insert, delete, select, operators (mathematical, relational and logical), aliasing, distinct clause, where clause, in, between, order by, meaning of null, is null, is not null, like, update command, delete command, aggregate functions (max, min, avg, sum, count), group by, having clause, joins: cartesian product on two tables, equi-join and natural join .		15 Hours
Unit – 2	Data Warehousing and Data Mining	10 Marks	Total 20 Hours
	• Introduction: ➤ What is Data Warehouse? Data Warehouse Modelling. Data Cude and OLAP, Data Warehouse Implementation, Data Mining, what kind of data can be mined, what kind of patterns can be mined, Data cleaning, Data Transformation: Strategies, Overview.		10 Hours
	• Data Mining Applications and Trends: ➤ Mining Sequence Data, Time Series, Symbolic, Biological, Statistical Data Mining, Visual and audio Data Mining, Data Mining Application, Data Mining trends.		10 Hours

Unit – 3	Foundation of Artificial Intelligence (AI)	10 Marks	Total 25 Hours
	• Introduction to Artificial Intelligence ➤ Definition and scope of AI. ➤ Historical overview and key milestones. ➤ Differentiating AI from human intelligence.		4 Hours
	• AI Subfields and Technologies ➤ Machine learning: Supervised, unsupervised, and reinforcement learning. ➤ Deep learning and neural networks. ➤ Natural language processing (NLP) and computer vision.		10 Hours
	• Applications of AI ➤ AI in finance: Fraud detection, algorithmic trading, and risk assessment. ➤ AI in customer service and chatbots. ➤ AI in education: Personalized learning and intelligent tutoring systems.		8 Hours
	• Ethical and Social Implications of AI ➤ Bias and fairness in AI systems. ➤ Impact of AI on employment and the workforce. ➤ AI and social inequality.		3 Hours

Class XI

COURSE CODE: COMA (PRACTICAL)

Full Marks: 30

1.	Preparing Worksheet using Excel 2010 • Implementation • Output	12 Marks 9 Marks 3 Marks
2.	Webpage Designing using HTML One HTML Coding Program • Designing • Coding • Output	10 Marks 3 marks 5 marks 2 marks
3.	Lab Book	3 Marks
4.	Viva	5 Marks

Suggestive Worksheet Preparation using MS-Excel -2010

1. Create a personal budget spreadsheet that tracks income, expenses, and savings over a specified period. Use formulas and functions to calculate totals, percentages, and remaining balances.
2. A dataset containing sales data for a company to be provided. A spreadsheet to be created that calculates monthly sales totals, identifies top-selling products, and visualizes sales trends using line charts or bar graphs. Use conditional formatting to highlight exceptional sales performances.
3. Design a grade book spreadsheet that calculates students' final grades based on assignments, exams, and participation. Incorporate weighted grading systems, formulas for calculating averages, and conditional formatting to indicate performance levels. Generate reports to track individual student progress.
4. Create a spreadsheet that tracks inventory for a hypothetical business. Include columns for item names, quantities, prices, and total values. Use formulas to automatically update inventory totals, generate alerts for low stock, and create visualizations to represent inventory levels over time.
5. Loan parameters, such as principal amount, interest rate, and loan term to be provided. Create a spreadsheet that calculates monthly loan payments, remaining balances, and interest paid over time using appropriate formulas. Create a chart to visualize the loan's repayment schedule.
6. Dataset to be provided which will allow various data analysis tasks using spreadsheets. Calculation of summary statistics, sorting and filtering data and generation of charts or graphs to visualize patterns or trends within the data.
7. A dataset to be selected (e.g., stock prices, weather data, population growth, etc) and create line charts or area charts to visualize trends over time. Students should choose appropriate chart types, label axes, and add titles and legends to make the visualization clear and informative.
8. A dataset containing information about different products or variables (e.g., sales data, customer satisfaction ratings) to be provided and following to be done; create bar charts or column charts to compare the performance or rankings of the items. Use color, data labels, and chart elements to enhance the visual comparison.
9. A dataset containing time-series data for multiple variables (e.g., monthly sales data for different products) to be provided and the following task to be performed; to create a combo chart with lines and columns to compare the trends of the variables and identify any relationships or patterns.

Suggestive Webpage Designing Program using HTML

1. Write HTML Code to design a webpage with the following information: -

- Your name
- Your address
- Your phone number
- Your email address
- Write a paragraph about “what do you want to be”

2. Write HTML code to design the following webpage: -

Welcome to ABC School

- Management
- Teachers
- Non-teaching staff

Information

Create a hyperlink on “information” so that below described webpage will be opened.

Courses offered by ABC School in HS under WBCHE

- Science
- Arts
- Commerce

3. Write HTML code to design the following webpage. Insert a Picture at background.

Welcome to Wonderland Park

- Ticket Price-Rs. 50 per head
- Park Timing-10:00 to 19:30

4. Write HTML code to design a webpage that contains two Frame. One frame contains a webpage which has information about Rabindranath Tagore like his parent’s name, his three popular books. The name of the books will be in bulleted list format. There will be an image of Rabindranath Tagore. The background of the page will be in yellow colour. The font will be in green colour. The title of the page will be Kabi Guru. Another frame contains a webpage which has information about Netaji Subhas Chandra Bose like his parent’s name, INA. The background of the page will have a picture of INA. The title of the page will be Netaji

5. Write HTML code to design a webpage which contains your school daily class routine in tabular format. The background of the page will be pink in color. Font will be dark red color. The heading of the page will be “Our Daily Class Routine”. Add a marquee to this heading.

CLASS XII

COURSE CODE : COMA (PRACTICAL)

Full Marks: 30

1.	Python Program - Coding 9 Marks - Output 3 Marks	12 Marks
2.	MYSQL - Table creation 3 Marks - Data insertion in table 2 Marks - Two Queries 5 Marks	10 Marks
3.	Lab Book	3 Marks
4.	Viva	5 Marks

Suggested Practical List

List of Suggestive Python Program

- Input a welcome message and display it.
- Input two numbers and display the larger / smaller number.
- Input three numbers and display the largest / smallest number.

- Generate the following patterns using nested loops:

Pattern-1	Pattern-2	Pattern-3
*	12345	A
**	1234	AB
***	123	ABC
****	12	ABCD
*****	1	ABCDE

- Write a program to input the value of x and n and print the sum of the following series:

➤ $1 + x + x^2 + x^3 + x^4 + \dots x^n$

➤ $1 - x + x^2 - x^3 + x^4 - \dots x^n$

➤ $x + \frac{x^2}{2} + \frac{x^3}{3} + \frac{x^4}{4} + \dots \frac{x^n}{n}$

➤ $x + \frac{x^2}{2!} + \frac{x^3}{3!} + \frac{x^4}{4!} + \dots \frac{x^n}{n!}$

- Determine whether a number is a perfect number, an Armstrong number or a palindrome.
- Input a number and check if the number is a prime or composite number.
- Display the terms of a Fibonacci series.
- Compute the greatest common divisor and least common multiple of two integers.
- Count and display the number of vowels, consonants, uppercase, lowercase characters in string.
- Input a string and determine whether it is a palindrome or not; convert the case of characters in a string.

- Find the largest/smallest number in a list.
- Input a list of numbers and swap elements at the even location with the elements at the odd location.
- Input a list of elements, search for a given element in the list.
- Write a random number generator that generates random numbers between 1 and 6.

Database Management System

- Create a student table and insert data. Implement the following SQL commands on the student table:
 - o ALTER table to add new attributes / modify data type / drop attribute
 - o UPDATE table to modify data
 - o ORDER By to display data in ascending / descending order
 - o DELETE to remove tuple(s)
 - o GROUP BY and find the min, max, sum, count and average.
 - o LIKE, DISTINCT, NOT IN, IN, JOIN, CARTISIAN PRODUCT, SET DIFFERENCE, UNION, INTERSECTION etc.