### XI Syllabus Subject: English

Cr. No	Nama
Sr.No.	Name (C. 4) (D. 4)
1.1	Section One (Prose)
1.1	Being Neighborly
1.2	On To The Summit-We Reach The Top
1.3	The Call Of The Soil
1.4	Pillars Of Democracry
1.5	Mrs. Adis
1.6	Tiger Hills
	Section Two(Poem)
2.1	Cherry Tree
2.2	The Sower
2.3	There Is Another Sky
2.4	Upon The Westminster Bridge
2.5	Nose Versus Eyes
2.6	The Planners
	Section Three(Writing Skills)
3.1	Expansion Of Idea
3.2	Blog Writing
3.3	EMAILS
3.4	Interview
3.5	FILM REVIEW
3.6	THE ART OF COMPERING
	Section Four(Genre-Drama)
4.1	HISTORY OF ENGLISH DRAMA
4.2	THE RISING OF THE MOON
4.3	EXTRACTS OF DRAMA-
	A. THE MIDSUMMER NIGHT'S DREAM
	B.An Enemy Of The People

### **Syllabus**

### SUBJECT: ECONOMICS STANDARD – XI

Chapter No: 1	BASIC CONCEPTS IN ECONOMICS
•	1.1 Introduction
	1.2 Meaning and Definition
	1.3 Kautilya's Views on Economics :
	1.4 Branches of Economics
	1.5 Basic Concepts of Micro Economics
	1.6 Factors of production
	1.7 Basic Concepts of Macro Economics :
Chapter No: 2	MONEY
	2.1 Introduction
	2.2 Difficulties in Barter System :
	2.2.1 Evolution of money
	2.2.2 Types of Money
	2.2.3 Qualities of Money
	2.2.4 Functions of Money
	2.2.5 A) Primary Functions
	2.2.6 B) Secondary Functions
	2.2.7 Concept of Black Money
Chapter No: 3	PARTITION VALUES
Chapter 110.5	3.1 Introduction
	3.2 Need for Partition Values
	3.3 Quartiles
	3.4 Deciles
	3.5 Percentiles
	5.5 references
Chapter No: 4	THE ECONOMY OF MAHARASHTRA
•	4.1 Introduction
	4.2 Meaning
	4.3 Definition
	4.4 Important features of the economy of
	Maharashtra
	4.5 Economic development of Maharashtra
	4.6 Core Areas of Service Sector
	4.7 Tourism
	4.8 Entertainment Industry
	4.9 Co-operative Movement in Maharshtra
Chapter No: 5	RURAL DEVELOPMENT IN INDIA
•	5.1 Introduction
	5.2. Meaning
	5.3 Rural Development in India
	5.4 Agricultural Credit in India
	5.5 Source of Agricultural Credit in India
	5 · · · · · · · · · · · · · · · · · · ·

Chapter No: 6	POPULATION IN INDIA
_	6.1 Introduction
	6.2 Trends in Population Growth
	6.3 Theories of Population Growth:
	6.4 Theory of Demographic Transition
	6.5 Population Explosion in India
	6.6 Measures to check population explosion
	6.7 Population as a Human Resource
Chapter No :7	UNEMPLOYMENT IN INDIA
	7.1 Introduction
	7.2 Meaning and Definition
	7.3 Causes of Unemployment
	7.4 Specific Measures
Chapter No: 8	POVERTY IN INDIA
	8.1 Introduction
	8.2 Meaning and Definition
	8.3 Concept of Poverty
	8.4 Poverty Line
	8.5 Extent of Poverty in India
	8.6 Causes of poverty
	8.7 Specific Measures
Chapter No : 9	ECONOMIC POLICY OF INDIA SINCE 1991
	9.1 Introduction
	9.2 Meaning and Definition
	9.3 Features of the Economic Policy of 1991
	9.4 Components of new economic policy
	9.5 Evaluation of the Economic Policy of 1991
CI 4 N 10	ECONOMIC BY ANNING BY INDIA
Chapter No: 10	ECONOMIC PLANNING IN INDIA
	10.1 I-4 14:
	10.1 Introduction
	10.2 Meaning and Definition
	10.3 Features of Economic Planning
	10.4 12th Five Year Plan (2012-2017)
	10.5 NITI Aayog
	10.6 Functions of NITI Aayog

# Syllabus SUBJECT: BOOK KEEPING AND ACCOUNTANCY STANDARD – XI

Chapter No: 1 Introduction to Book- Keeping and Accountancy  1.1 Meaning, Definition and Objectives 1.2 Importance of Book-keeping. 1.3 Difference between Book-keeping and Accountancy. 1.4 Meaning and Definition of Accountancy 1.5 Basis of Accounting System. 1.6 Qualitative characteristics of accounting information 1.7 Basic Accounting Terminologies. 1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double) 2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts. 2.7 Illustrations.
1.2 Importance of Book-keeping. 1.3 Difference between Book-keeping and Accountancy. 1.4 Meaning and Definition of Accountancy 1.5 Basis of Accounting System. 1.6 Qualitative characteristics of accounting information 1.7 Basic Accounting Terminologies. 1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double) 2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
1.3 Difference between Book-keeping and Accountancy. 1.4 Meaning and Definition of Accountancy 1.5 Basis of Accounting System. 1.6 Qualitative characteristics of accounting information 1.7 Basic Accounting Terminologies. 1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double) 2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
1.4 Meaning and Definition of Accountancy 1.5 Basis of Accounting System. 1.6 Qualitative characteristics of accounting information 1.7 Basic Accounting Terminologies. 1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double) 2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
1.5 Basis of Accounting System.  1.6 Qualitative characteristics of accounting information  1.7 Basic Accounting Terminologies.  1.8 Accounting Concepts, Conventions and Principles.  1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry  Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System  2.2 Methods of Recording Accounting Information (Indian, Single, Double)  2.3 Advantages of Double entry Book-keeping system.  2.4 Classification of Accounts.  2.5 Golden Rules of Debit and Credit (Traditional Approach)  2.6 Modern Approach of Rules of Accounts.
1.6 Qualitative characteristics of accounting information 1.7 Basic Accounting Terminologies. 1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double)  2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
1.7 Basic Accounting Terminologies. 1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double) 2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
1.8 Accounting Concepts, Conventions and Principles. 1.9 Accounting Standards (AS) and IFRS  Chapter No: 2 Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double)  2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
1.9 Accounting Standards (AS) and IFRS  Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double)  2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
Chapter No: 2  Meaning and Fundamentals of Double Entry Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System 2.2 Methods of Recording Accounting Information (Indian, Single, Double)  2.3 Advantages of Double entry Book-keeping system. 2.4 Classification of Accounts. 2.5 Golden Rules of Debit and Credit (Traditional Approach) 2.6 Modern Approach of Rules of Accounts.
Book-Keeping  2.1 Meaning and Definition of Double entry Book-keeping System  2.2 Methods of Recording Accounting Information (Indian, Single, Double)  2.3 Advantages of Double entry Book-keeping system.  2.4 Classification of Accounts.  2.5 Golden Rules of Debit and Credit (Traditional Approach)  2.6 Modern Approach of Rules of Accounts.
<ul> <li>2.1 Meaning and Definition of Double entry Book-keeping System</li> <li>2.2 Methods of Recording Accounting Information (Indian, Single, Double)</li> <li>2.3 Advantages of Double entry Book-keeping system.</li> <li>2.4 Classification of Accounts.</li> <li>2.5 Golden Rules of Debit and Credit (Traditional Approach)</li> <li>2.6 Modern Approach of Rules of Accounts.</li> </ul>
<ul> <li>2.2 Methods of Recording Accounting Information (Indian, Single, Double)</li> <li>2.3 Advantages of Double entry Book-keeping system.</li> <li>2.4 Classification of Accounts.</li> <li>2.5 Golden Rules of Debit and Credit (Traditional Approach)</li> <li>2.6 Modern Approach of Rules of Accounts.</li> </ul>
<ul> <li>2.2 Methods of Recording Accounting Information (Indian, Single, Double)</li> <li>2.3 Advantages of Double entry Book-keeping system.</li> <li>2.4 Classification of Accounts.</li> <li>2.5 Golden Rules of Debit and Credit (Traditional Approach)</li> <li>2.6 Modern Approach of Rules of Accounts.</li> </ul>
<ul> <li>2.3 Advantages of Double entry Book-keeping system.</li> <li>2.4 Classification of Accounts.</li> <li>2.5 Golden Rules of Debit and Credit (Traditional Approach)</li> <li>2.6 Modern Approach of Rules of Accounts.</li> </ul>
<ul><li>2.4 Classification of Accounts.</li><li>2.5 Golden Rules of Debit and Credit (Traditional Approach)</li><li>2.6 Modern Approach of Rules of Accounts.</li></ul>
<ul><li>2.4 Classification of Accounts.</li><li>2.5 Golden Rules of Debit and Credit (Traditional Approach)</li><li>2.6 Modern Approach of Rules of Accounts.</li></ul>
2.6 Modern Approach of Rules of Accounts.
2.6 Modern Approach of Rules of Accounts.
2.8 Accounting Equations
Chapter No: 3 Journal
3.1 Meaning, Importance and Utility of Accounting Documents.
3.2 Meaning, Definition, Importance and Utility of Journal.
3.3 Specimen of Journal.
3.4 Recording of Journal entries with GST.
Chapter No: 4 Ledger
4.1 Meaning, Definition and Importance of Ledger.
4.2 Specimen of Ledger.
4.3 Posting of entries from Journal/Subsidiary Books to Ledger.
4.4 Balancing of Ledger Accounts.
4.5 Preparation of Trial Balance.
Chapter No: 5 Subsidiary Books
5.1 Introduction, Meaning and need for maintaining Subsidiary Books.
5.2 Cash Book with Cash Column
5.3 Cash Book with Cash and Bank Columns.
5.4 Simple and Analytical Petty Cash Book under Imprest System.
5.5 Purchase Book.
5.6 Purchase Return Book.
5.7 Sales Book.
5.8 Sales Return Book
5.9 Journal Proper

Chapter No: 6	Bank Reconciliation Statement
Chapter No. 0	6.1 Meaning, Definition and Utilities of Accounting Documents
	<u> </u>
	6.2 Meaning, Definition, Need and Importance of Bank Reconciliation
	Statement.
	6.3 Reasons for difference between Cash Book balance and Pass Book
	balance.
	6.4 Specimen of Bank Reconciliation Statement.
	6.5. Preparation of Bank Reconciliation Statement.
Chapter No :7	Depreciation 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	7.1 Meaning, Definition and Importance of Depreciation.
	7.2 Factors of Depreciation.
	7.3 Methods of Depreciation.
	7.3.1. Straight Line Method.
	7.3.2. Written Down Value Method.
	7.3.3. Difference between Fixed Instalment Method and Written Down
	Value Method.
	7.4 Accounting Treatment forDepreciation.
Chapter No: 8	Rectification of Errors
	8.1 Meaning & Effects of errors
	8.2 Types of Errors
	8.3 Detection & Rectification of errors
	8.4 Preparation of Suspense Accounts
Chapter No :9	Final Accounts of a Proprietary Concern
	9.1 Meaning, Objectives and Importance of Final Accounts.
	9.2 Preparation of Trading Account.
	9.3 Preparation of Profit and Loss Account
	9.4 Preparation of Balance Sheet
	9.5 Effects of following adjustments.
	u Closing stock
	u Outstanding Expenses
	u Prepaid Expenses
	u Depreciation on assets
	uBad debts and R.D.D.
	u Discount on Debtors and Creditors
	u Income received in advance
	u Accrued Income
	u Goods distributed as free sample
	uGoods withdrawn by proprietor for Personal use.
	u Interest on capital
	u Interest on Drawings
Chapter No: 10	Single Entry System
•	10.1 Introduction and Meaning of Single Entry System
	10.2 Difference between Single Entry System and Double Entry System
	10.3 Preparation of Statement of Affairs
	10.4 Preparation of Statement of Profit or Loss
	10.5 Additional Information / Adjustments
	Additional Capital
	• Drawings
	• Depreciation of Fixed Assets
	• Bad debts
	J

- Reserve for Doubtful Debts (RDD)
- Undervaluation & Overvaluation of Assets & Liabilities
- Interest on Loan

- Interest on Loan
  Interest on Capital
  Interest on Drawings
  Outstanding / unpaid expenses
  Prepaid expenses/ Expenses paid in Advance/Unexpired Expenses

### **Syllabus**

### SUBJECT: Secretarial Practice STANDARD – XI

	STANDARD – XI
Chapter No: 1	SECRETARY
	1.1 Origin of Secretary
	1.2 Meaning and Definition
	1.3 Features
	1.4 Importance
	1.5 Types
	1.5.1 Personal Secretary
	1.5.2 Institutional Secretary
	Secretary of Non-profit Association
	Secretary of Co-operative society
	Secretary of Joint Stock Company
	Secretary of Government Department
	1.6 Functions of Secretary
	1.7 Qualities of Secretary
	1.8 Distinction
Chapter No: 2	JOINT STOCK COMPANY
-	2.1 Evolution of Business Organization
	A. Sole Trading Concern
	B. Joint Hindu Family Business
	C. Partnership Firm
	D. Limited Liability Partnership
	E. Co-operative Society
	F. Joint Stock Company
	2.2 Meaning, Definition and Features of Joint Stock Company
	2.3 Types of Companies
	2.4 Distinction between
Chapter No: 3	FORMATION OF A COMPANY
	3.1 Stages in the formation of a company
	3.1.1 Promotion
	3.1.2 Incorporation of a company
	3.1.3 Commencement of business
Chapter No: 4	DOCUMENTS RELATED TO FORMATION OF A COMPANY
	4.1 Memorandum of Association
	4.2 Articles of Association
	4.3 Prospectus
	4.4 Distinction
Chapter No: 5	MEMBERS OF A COMPANY
	5.1 Members : Meaning
	Member v/s Shareholder
	5.2 Eligibility of Membership
	5.3 Acquisition of Membership
	5.4 Cessation/Termination of Membership
	5.5 Rights, Duties and Liabilities of a Member
Chapter No: 6	DIRECTORS AND KEY MANAGERIAL

	PERSONNEL OF A COMPANY
	6.1 Directors:
	6.1.1 Meaning 6. 1.2 Provisions of Appointment
	6.1.3 DIN 6.1.4 Qualification
	6.1.5 Types 6.1.6 Appointment
	6.1.7 Powers 6.1.8 Duties
	6.1.9 Liabilities 6.1.10 Legal Position
	6.1.11 Remuneration 6.1.12 Removal
	6.2 Key Managerial Personnel (KMP)
	6.2.1 Managing Directors
	Meaning • Appointment
	• Dis-Qualification • Powers and Duties
	6.2.2 Whole Time Directors
	6.2.3 Manager
	6.2.4 Company Secretary  • Definition • Position
	• Duties • Liabilities
	• Rights • Role
	• Secretarial Standard • Secretarial Audit
	6.2.5 Chief Financial Officer
CI 4 N 7	6.3 Distinctions
Chapter No :7	COMPANY MEETINGS - I
	7.1. Essentials of valid meeting
	7.1 1. Properly convened 7.1 2. Properly constituted
	1. Proper authority 1. Quorum
	2. Notice 2. Chairman
	3. Agenda
	7.1 3. Properly conducted
	1. Proxy 2. Motion 3. Voting
	4. Resolution 5. Minutes
GI . N. O	7.2 Distinction
Chapter No: 8	COMPANY MEETINGS - II
	8.1 Types of Meeting
	8.1.1 Shareholders Meetings
	A) General meetings
	1. Annual General Meeting
	2. Extra ordinary Meeting
	B) Class Meeting
	8.1.2 Directors Meetings
	1. Board Meeting
	2. Committee Meeting
	8.1.3 Creditors Meeting
	0.2 Franchisms of Community 1 111 A 1 C 124 A
	8.2 Functions of Secretary related with Annual General Meeting
	8.3 Distinction
	1. Shareholders Meeting and Board Meeting
GI . TY .	2. Annual General Meeting and Extra ordinary General Meeting
Chapter No: 9	BUSINESS COMMUNICATION SKILLS OF SECRETARY
	9.1 Business communication : Meaning and Definition
	9.2 Types of communication

	9.3 Methods of communication
	9.4 Merits of written communication
	9.5 Modes of electronic communication
	9.6 Essential skills for effective communication
	9.7 Roles of Secretary in Business communication
	9.7. 1 Business Letter
	9.7. 2 Notices
	9.7. 3 Reports
	9.7. 4 Minutes
Chapter No:	CORRESPONDENCE WITH DIRECTORS
10	CONTEST ON BELVEE WITH BINESTONS
	10.1 Precautions to be taken by the Secretary while corresponding with
	Directors
	10.2 Circumstances under which a Secretary has to enter into correspondence
	with Directors
	10.3 Specimen letters
Chapter No:	CORRESPONDENCE WITH BANKS
11	
	11.1 Bank – Meaning
	11.2 Functions of Commercial Bank
	11.3 Precautions to be taken by a Secretary
	11.4 Circumstances under which a Secretary has to enter into correspondence
	with banks
	11.5 Specimen letters
	11.6 Distinction
<b>Chapter No:</b>	CORRESPONDENCE WITH STATUTORY AUTHORITIES
12	
	12.1 Ministry of Corporate Affairs (MCA)
	12.2 Registrar of Companies (ROC)
	12.3 National Company Law Tribunal (NCLT)
	12.4 National Company Law Appellate Tribunal (NCLAT)
	12.5 Securities and Exchange Board of India (SEBI)
	12.6 Precaution to be taken while corresponding with statutory authorities
	12.7 Specimen Letters

### **Syllabus**

### SUBJECT: ORGANIZATION OF COMMERCE AND MANAGEMENT STANDARD – XI

	STANDARD – XI
Chapter No: 1	Introduction of Commerce and Business
	1.1 Introduction
	1.2 N on-Economic Activities
	1.3 Economic Activities
	1.3.1 Business
	1.3.2 Profession
	1.3.3 Employment
	1.4 Business Objectives
	1.5 Role of profit in Business
	1. Classification of Business Activities
	1.6.1 Industry
	1.6.2 Commerce
	Distinguish Between
Chapter No: 2	
	2.1 Introduction and meaning
	2.2 Types of Trade
	2.2.1 Internal Trade
	A) Wholesale Trade
	B) Retail Trade: Types of Retail Trade
	2.2.2 International Trade
	A) Export Trade
	Meaning
	_
	E x port Procedure  D) Import Trade
	B) Import Trade
	Meaning Live art Proposition
	Import Procedure
	C) Entrepot Trade
CI 4 N 2	Distinguish Between
Chapter No: 3	Small Scale Industry and Business 3.1 Introduction
	3.1.1 Meaning
	3.1.2 Definition
	3.2 Importance of Small Scale Industries.
	3.3 Advantages of Small Scale Industries
	3.4 Challenges of Small Scale Industries.
	3.5 Steps in setting up of a Small Scale business.
Chapter No: 4	Ü
	4.1 Private sector organisations:
	4.1.1 Introduction
	4.1.2 Meaning
	4.2. Sole Trading Concern
	4.2.1 Introduction
	4.2.2 Meaning
	4.2.3 Definition

	4.2.4 Features
	4.2.5 Merits
	4.2.6 Demerits
	4.3 Partnership Firm
	4.3.1 Introduction
	4.3.2 Meaning
	4.3.3 Definition
	4.3.4 Features
	4.3.5 Merits
	4.3.6 Demerits
	4.3.7 Types of Partners
	4.3.8 Types of Partnership Firms
	4.4 Joint Hindu Family Business
	4.4.1 Introduction
	4.4.2 Meaning
	4.4.3 Definition4.4.4 Features
	4.4.5 Merits
	4.4.6 Demerits
	4.5 Co-operative Society
	4.5.1 Introduction
	4.5.2 Meaning
	4.5.3 Definition
	4.5.4 Features
	4.5.5 Merits
	4.5.6 Demerits
	4.5.7 Types of C o operative society
	4.6 Joint Stock company
	4.6.1 Introduction
	4.6.2 Meaning
	4.6.3 Definition
	4.6.4 Features
	4.6.5 Merits
	4.6.6 Demerits
	4.6.7 Types of Companies
	Distinguish Between
Chapter No: 5	
Chapter 10.5	5.1 Introduction 5.4 Government Company
	5.1.1 Meaning 5.4.1 Features
	5.1.2 Definition 5.4.2 Merits
	5.4.3 Demerits
	5.2 Departmental Organisation 5.5 Multinational Corporations
	5.2.1 Features 5.5.1 Features
	5.2.2 Merits 5.5.2 Merits
	5.2.3 Demerits 5.5.3 Demerits
	5.3 Statutory Corporation Distinguish Between
	Summary
	5.3.1 Features Exercise
	5.3.2 Merits
	5.3.3 Demerits
Chapter No: 6	Institutes Supporting Business

(1) 1 1
6.1 Introduction
6.2 SIDBI 6.5 W omen's Self Help Groups
• Introduction • Introduction
• Features • Features
6.3 N ABAR D 6.6 World Bank
• Introduction • Introduction
• Features • Features
6.4 K V IC Summary
Introduction Exercise
• Features
<b>Business Environment</b>
7.1 Introduction
7.1.1 Meaning
7.1.2 Definition
7.2 Importance of Business Environment
7.3 Dimensions of Business Environment
7.4 N ew Economic policy and Business
7.5 Impact of new economic policy on Business Environment
Introduction to Management
8.1 Introduction -
8.1.1 Meaning
8.1.2 Definition
8.2 Characteristics of Management
8.3 Levels of Management
8.4 Management as an Art, Science and Profession
Distinguish Between
Summary

### **Syllabus**

### STANDARD - XI

#### **SUBJECT: MATHEMATICS AND STATISTICS**

#### <u>PART - 1</u>

Chapter No:1	Sets and Relations
	1.1 Representation of a Set
	1.1.1 Roster Method
	1.1.2 Set-Builder Method
	1.1.3 Venn Diagram
	1.2 Intervals
	1.3 Types of Sets
	1.4 Operations on sets
	1.4.1 Compliment of sets
	1.4.2 Union of sets
	1.4.3 Intersection of sets
	1.4.4 Distributive Property
	1.4.5 Difference of sets:
	1.5 RELATIONS:
	1.5.1 Ordered Pair
	1.5.2 Cartesian Product of two sets
	1.5.3 Relation
	1.6 TYPES OF RELATIONS
Chapter No:2	Functions
	2.1 Functions
	2.1.1 Domain, Co-domain, Range
	2.1.2 Types of function-One-one, Onto
	2.1.3 Graph of a function
	2.2 Evaluation of function
	2.3 Fundamental types of functions
	2.4 Composite function
	2.5 : Inverse functions
	2.6:Some Special Functions
Chapter No:3	COMPLEX NUMBERS
	3.1 IMAGINARY NUMBER :
	3.2 COMPLEX NUMBER :
	3.3 ALGEBRA OF COMPLEX NUMBERS
	3.3.1 Equality of two Complex Numbers :
	3.4 Square root of a complex number :
	3.5 Solution of a Quadratic Equation in
	complex number system :
	3.6 Cube roots of unity

Chapter No:4	SEQUENCES AND SERIES
	4.1 Sequence
	4.2 Geometric progression (G.P.)
	4.3 General term or the nTH term of a G.P.
	4.3.1 Properties of Geometric Progression
	4.4 Sum of the first n terms of a G.P.
	4.5 Sum of infinite terms of a G. P.
	4.6 Harmonic Progression ( H. P.)
	4.7 Types of Means:
	4.8 Special Series (sigma Notation)
	4.8.1 Properties of Sigma Notation
Chapter No: 5	LOCUS AND STRAIGHT LINE
	5.1 : DEFINITION : LOCUS
	5.2 : EQUATION OF LOCUS
	5.3 LINE
	5.3.1 : Inclination of a line
	5.3.2 : Slope of a line
	5.3.3 : Perpendicular Lines
	5.3.4 : Angle between intersecting lines : 5.4: EQUATIONS OF LINES IN
	DIFFERENT FORMS
	5.4.1 : Slope-Point Form
	5.4.2 : Slope-Intercept form
	5.4.3 : Two-points Form
	5.4.4 : Double-Intercept form
	5.4.5 : Normal Form
	5.5 : General form of equation of line
	5.5.1 : Point of intersection of lines
	5.5.2 : The distance of the Origin from a line
	5.5.3 : The distance of the point (x1,y1) from a line
	5.5.4 : The distance between two parallel lines
Chapter No: 6	DETERMINANTS
	6.1 Determinant of order 3:
	6.1.1 Expansion of Determinant
	6.2 PROPERTIES OF DETERMINANTS
	6.4 APPLICATIONS OF DETERMINANTS
	6.4.1 Cramer's Rule
	6.4.2 Consistency of three linear equations in two variables 6.4.3 Area of a triangle and Collinearity of three points
Chapter No: 7	LIMITS
Спарил 140. /	
	7.1 DEFINITION OF LIMIT OF A FUNCTION
	7.1.1 One Sided Limit

	7.1.2 Right hand Limit
	7.1.2 Right hand Limit 7.1.3 Left hand Limit
	7.1.4 Existence of a limit of a function at a point x=a
	7.2 ALGEBRA OF LIMITS:
	7.2 ALGEBRAT OF ENVITO.
	7.3 EVALUATION OF LIMITS
	7.4 FACTORIZATION METHOD
	7.5 RATIONALIZATION METHOD
	7.6 LIMITS OF EXPONENTIAL AND LOGARITHMIC FUNCTIONS
Chapter No: 8	CONTINUITY
	8.1 CONTINUOUS AND DISCONTINUOUS functions
	8.2 CONTINUITY AT A POINT
	8.3 DEFINITION OF CONTINUITY
	8.4 CONTINUITY FROM THE RIGHT AND FROM THE LEFT
	8.5 PROPERTIES OF CONTINUOUS FUNCTIONS
	8.6 CONTINUITY OVER AN INTERVAL
	8.7 CONTINUITY IN THE DOMAIN OF THE FUNCTION
	8.8 EXAMPLES OF CONTINUOUS
	FUNCTIONS WHEREVER THEY ARE DEFINED
Chapter No: 9	DIFFERENTIATION
	9.1 Definition of Derivative and differentiability
	9.2 Derivative by the method of first principle
	9.3 Notations for derivatives
	9.4 Rules of Differentiation (without proof)
	9.5 Derivatives of Logarithmic and Exponential functions
	9.6 SOME APPLICATIONS OF DERIVATIVES
	1

### <u>PART - 2</u>

Chapter No: 1	PARTITION VALUES
	1.1 Partition Values
	1.2 Quartiles:
	1.3 Deciles and Percentiles
	1.4 Graphical location of partition values
	(a) To draw less than ogive
	(b) To draw more than ogive
Chapter No: 2	MEASURES OF DISPERSION
Chapter 140.2	2.1 Meaning and Definition of Dispersion
	2.2 Measures of Dispersion
	(i) Range
	(ii) Semi Inter Quartile Range / Quartile Deviation
	(iii) Variance
	(iv) Standard deviation
	2.2 Range
	2.3 Quartile Deviation (Semi - Inter Quartile Range)
	2.4 VARIANCE and STANDARD DEVIATION
	2.4.1 For Raw Data
	2.4.2 For Ungrouped Frequency Distribution
	2.4.3 For grouped Frequency Distribution
	2.5 Standard Deviation for Combined data
	2.6 Coefficient of Variation
Chapter No :3	SKEWNESS
	3.1 Skewness
	3.1.1 Asymmetric distribution (Positive skewness)
	3.1.2 Asymmetric (Negative skewness )
	3.2 Measures of Skewness:
	3.2.1 Karl Pearson's Coefficient of skewness
	(Pearsonian Coefficient of skewness):
	3.2.2 Features of Pearsonian coefficient
	3.2.3 Bowley's coefficient of skewness
Chapter No: 4	BIVARIATE FREQUENCY DISTRIBUTION
	AND CHI SQUARE STATISTIC
	4.1 Meaning of bivariate frequency distribution
	4.2 Classification and Tabulation of Bivariate data
	4.2.1 Marginal frequency distributions
	4.2.2 Conditional frequency distributions
	4.3 Categorical Variables
	4.4 Contingency Table
	4.5 Chi-square Statistic ( χ2 ) :-
Chapter No: 5	CORRELATION
	5.1 Concept of Correlation
I	3.1 Concept of Contenation

	5.2 Covariance
	5.3 Properties of covariance
	5.4 Correlation coefficient:-
	5.5 Scatter Diagram (I) a) Perfect positive correlation (II) a) Perfect negative correlation (III) No correlation (Zero correlation):-
	5.6 Interpretation of value of correlation coefficient
Chapter No :6	PERMUTATIONS AND COMBINATIONS
	6.1 Fundamental principles of counting 6.1.1 ADDITION PRINCIPLE 6.1.2 MULTIPLICATION PRINCIPLE
	6.2. FACTORIAL FUNCTION 6.2.1 Properties of the factorial function.
	6.3. PERMUTATIONS: 6.3.1 Permutations when all objects are Distinct I) Properties of Permutations
	6.3.2 Permutations when repetitions are Allowed 6.3.3 Permutations when all objects are not Distinct 6.3.4 Circular Permutations
	<ul><li>6.4 Combinations</li><li>6.4.1 Properties of combinations.</li></ul>
Chapter no. 7	PROBABILITY :
	7.1 TYPES OF EVENTS
	7.2 Algebra of Events
	7.3 CONCEPT OF PROBABILITY
	7.4 ADDITION THEOREM
	7.5 CONDITIONAL PROBABILITY 7.5 1 Statement: Conditional probability
	<ul><li>7.5.1 Statement: Conditional probability</li><li>7.5.2 Multiplication theorem</li><li>7.5.3 Independent Events</li></ul>

Chapter No: 8	LINEAR INEQUATIONS
	8.1 Linear inequality
	8.2 Solution of linear inequality
	8.3 Graphical representation of solution of
	linear inequality in one variable
	8.4 Graphical solution of linear inequality of
	two variable
	8.5 Solution of System of Linear Inequalities
	in Two Variables (Common solution)
Chapter No: 9	COMMERCIAL MATHEMATICS
	9.1 Percentage
	9.2 Profit and Loss
	9.3 Interest: Simple and Compound Interest
	Definition of Interest
	9.4 Depreciation
	9.5 Partnership
	9.6 GST (Goods and Service Tax)
	9.7 Shares and Dividends

### XI Syllabus

### **Subject: Information Technology**

Sr.No.	Name	
Theory		
1	Basics of Information Technology	
2	Introduction to DBMS	
3	Impressive Web Designing	
4	Cyber Law	
Skill Oriented Practicals (SOP)		
1	Daily Computing (Libre Office)	
2	Web Designing (HTML - 5)	
3	Client Side Scripting (JavaScript)	
4	Accounting Package (GNUKhata)	
5	Digital Content Creation (GIMP, Inkscape)	
6	DBMS (PostgreSQL)	