

**SHIVALIK PUBLIC SCHOOL
SYLLABUS FOR CLASS –XI(COMMERCE)
SESSION: 2021-2022**

**SUBJECT: ENGLISH CORE
SECTION – A (20 Marks)**

READING COMPREHENSION

45 Periods

There shall be **two unseen passages (including poems)** with a variety of questions like Very Short Answer Questions, Short Answer Questions and Multiple Choice Questions, including 04 marks for vocabulary such as word formation and inferring meaning. Multiple Choice Questions(1x6=6marks), Very Short Answer Questions(1x6= 6marks), 01 Short Answer Questions(1x3=3marks), 01 Long Answer Question (1x5=5marks)

The total range of the 2 passages including a poem or a stanza, should be around 900-1000 words as per the following details:

1. The passage of 550-600 words in length will be used for note-making and summarising.
2. The passage of 350-400 words in length will be used to test comprehension, interpretation and inference.
3. An unseen poem of about 28-35 lines.

The passages as given above could be of any one of the following types:

Factual passages, e.g., illustrations, description, reports/**Discursive passages** involving opinion, e.g., argumentative, persuasive/**Literary passages** e.g. extracts from fiction, biography, autobiography, travelogue, etc. In the case of a poem, the text may be shorter than the prescribed word limit.

SECTION B (30 Marks)

WRITING SKILLS AND GRAMMAR

Writing

60 Periods

Short Answer Questions: Based on notice/ poster/ advertisement- **4 Marks**

Two Long Answer Questions: Letters based on verbal/visual input. – **6x2=12 Marks**
It would cover all types of letters. Letter types may include:

- (a) business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies)
- (b) letters to the editor (giving suggestions/opinions on an issue)
- (c) application for a job with a bio-data or resumé

- (d) letter to the school or college authorities, regarding admissions, school issues, requirements / suitability of courses, etc.

Very Long Answer Question: Composition in the form of article/speech/report writing or a narrative-**8 Marks**

GRAMMAR (Six objective type questions)

6 Marks

Different grammatical structures in meaningful contexts will be tested. Item types will include gap filling, sentence re-ordering, dialogue completion and sentence transformation. The grammar syllabus will include determiners, tenses, clauses, modals and Change of Voice. These grammar areas will be tested through **10 Very short answer type questions on the following:**

- A. Error Correction, editing tasks
- B. Re - ordering of sentences,
- C. Transformation of sentences

SECTION C (30 Marks)

LITERATURE

70 Periods

Questions from the following texts to test comprehension at different levels , like literal, inferential and evaluative:-

1. **Hornbill:** Textbook published by NCERT, New Delhi

Snapshots: Supplementary Reader published by NCERT, New Delhi .

LITERATURE

70 periods

Questions from the prescribed texts to test comprehension at different levels, like literal, inferential and evaluative will be asked.

1. Two Objective Type Questions out of three - Based on an extract from poetry to test reference to context comprehension and appreciation.- (1x2=2Marks)
2. Five Short Answer Questions out of six (3 questions should be from Hornbill) - Based on prose, poetry and plays from both the texts. (2x5=10 marks)

.-One Long Answer Question out of two from Hornbill (to be answered in120-150-words) Based on prescribed texts to test global comprehension and extrapolation-beyond the texts.-6 Marks

4.-One Long Answer Questions out of two from Snapshots (to be answered in120-150-words) -Based on theme, plot, incidents or events to test global comprehension and-extrapolation beyond the texts.-6 Marks

5. One Long Answer Question out of two from Hornbill (to be answered in 120-150 words)-Based on understanding appreciation, analysis and interpretation of the characters/events/episodes/incidents .6 Marks

INTERNAL ASSESSMENT

Assessment of Listening and Speaking Skills

45 Periods

Assessment of Listening and Speaking Skills will be for 20 marks. It is recommended that listening and speaking skills should be regularly practiced in the class.

QUESTION PAPER DESIGN 2021-22(Marks – 80+20=100)

Typology	Testing Competencies	Objective Type Question including MCQs (1 mark each)	Short Answer Question (2 marks) each	Short Answer Question (3 marks) each	Short Answer Question (4 marks) each	Long Answer Question 1 80-100 words (5 marks) each	Long Answer Question 2 120-150 words (6 marks) each	Very Long Answer Question 150-200 words (HOTS) (8 marks each)	Total marks
Reading Comprehension	Conceptual Understanding, decoding, Analyzing, inferring, interpreting, appreciating, literary, Conventions And vocabulary, Summarizing and using Appropriate format/s	Objective Type Questions 6 MCQs 6	-						20
Writing	Reasoning,								

Skill and Grammar	Appropriacy of style and tone, using and tone, using appropriate format and fluency, inference, analysis, evaluation and creativity	6	—						30
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Literature Text book and Supplementary Reading Text	Recalling, reasoning, appreciating literary convention, inference, analysis, creativity with fluency	2 From poetry extract	5	-	—	—	3	—	30
	TOTAL	1x20=20	2x5=10	3x1=3	4x1=4	5x1=5	6x5=30	8x1=8	80
Assessment of Listening and Speaking Skills	-	-	-	-	-	-	-	-	20
	GRAND TOTAL		-	-	-	-	-	-	100

QUESTION PAPER DESIGN 2018-19

CLASS XI

ENGLISH CORE XI
(Code No. 301)

**Time- 3
hours**

Marks -
80+20=100

[illegible]

Writing Skills and Grammar	format and fluency inference, analysis, evaluation and creativity, appreciation applying of languages conventions, comprehension using structures integratively, accuracy and fluency	—	10	—	1	—	1	1	30	30
Literary Text books And Supplementary Reader	Recalling, reasoning, appreciating a literary conventions, inference, analysis, evaluation, creativity with fluency	—	3	3	—	—	3	—	30	30
Assessment of Listening and Speaking Skills	Interaction, reasoning, diction, articulation, clarity, pronunciation and overall fluency	—	—	—	—	4	—	—	20	20
	TOTAL	6x1=6	19x1=19	4x3=12	1x4=4	5x5=5	4x6=24	1x10=10	100	100

Unitwise Distribution of Syllabus

Unit – 1

L. Reader : **Ch-1 The Portrait of a lady.**

(key words-revolting, serenity, seclusion, veritable, resignation, frivolous, rebukes, dilapidated, chirruping, monopoly)

S. Reader : **Ch-1- The Summer of the beautiful white horse.**

(Key words-magnificence, hallmarks, capricious, vagrant, surrey, suspicious)

Grammar : Determiners

Writing : Notice-writing, Factual Description of an event, person or incident.

Reading : Practice of unseen passage

Unit – 2

L. Reader : **Poem- A Photograph**

(Key words - paddling, transient, wry, laboured, circumstance)

Ch-2-The Address

(Key words-poignant, fleetingly, lugging, reprovingly, threatened, oppressed)

L. Reader : **Ch-2 We're Not Afraid to Die.....if We Can All Be Together**

(Key words-honing, ominous, tousled, gigantic, scrambled, sloshed, deteriorate, respite, caricatures, optimistic, expeditions, hazardous)

Writing : Report writing

Reading : Note-making

Book Review: Reading project to be submitted.

Grammar: Re -ordering – sentences

Unit – 3

L. Reader : **Ch-3 Discovering Tut..... the Saga Continues**

(Key words-forensic, scudded, resurrection, funerary, circumvented, tomography, consolidated, aftermath, demise, intriguing, speculations, eerie, constellation)

L. Reader : **Ch- Landscape of the Soul**

(Key words- Anecdote, astonished, Flanders,mooted ,conduit propounding)

Writing : Poster making, debate

Grammar: Editing and Omission

Unit – 4

S. Reader : **Ch-3 Ranga's Marriage**

(Key words-Cartographer, disgraceful, pleasantries, savoring, negotiations, suspicion)

L. Reader : **Ch-4 The Laburnum Top (Poetry)**

(Key words - Laburnum , goldfinch, twitching ,chirrup ,chitterlings, tremor , barred , eerie)

Reading :Practice of Unseen Passage

Writing: Letter to editor

Grammar : Tenses

Unit-5

S. Reader : **Ch-4 Albert Einstein at School**

(key words- expulsion, speechless, miserable, squalor, reluctantly, summoned, rebellion, accord, stalked)

L. Reader : **Ch-5 The Ailing Planet**

(Key words-holistic, ecological, sustainable, languish, ignominious, catastrophic, depletion, transcending, decimated, impoverished, precede, tenancy, voluntary)

Writing : Speech

Assessment of Speaking & Listening tests to be conducted.

Unit – 6

L. Reader : **Poem-The Voice of the Rain**

(key words-impalpable, vaguely, lave, droughts, atomies, racked)

S. Reader : **Ch-5 Mother's Day**

(Key words-dubiously, apologetically, lax, complacently, dominating, indignantly, barmy, concussion, pompous)

Grammar : Modals

Writing : Article

Reading : Note-making

Unit – 7

L. Reader : **Ch-6 The Browning Version**

(Excerpt, Slackers, Evidently, Exaggerate, Shriveled up, Frantically, Throaty)

Ch-7The Adventure

(Key words – astute , de-facto , relegated , acumen smugly , trajectory)

Grammar : Active Passive Voice

Writing : Official letters for making enquiry, Business letters for complaints, placing order and sending replies.

Unit – 8

L. Reader : **(Poem) Childhood**

(key words-Ceased, Preached)

S. Reader : **L.7. Birth**

(Key words Abruptly, Contemplation, Premonition, fret, Sordidly, Flaccid Oblivious)

Grammar : Re –ordering – sentences,Editing and Omission

Writing : Classified Advertisements

Unit – 9

L. Reader : **(Poem) Father to Son**

(Key words-Seed I spent, Prodigal, Built to my design)

S. Reader : **The Ghat of the only World**

(Key words - Malignant, imperative , poignancy, roster , conviviality)

Grammar : Clauses

Writing : Job Application, Letter to School or College Authorities.

Unit – 10

S. Reader : **Ch-8 The Tale of the Melon City.**

(Key words-Placid, Edify, Frown, Quivering, Scaffold, Amendments, Gallows Heralds)

L. Reader : **Silk Road**

(Key words- Man oeuvres , billowed ,swathe , gazelles ,veering)

Revision of entire syllabus.

Assessment of Speaking and listening skills to be conducted.

SUBJECT: MATHS

The Syllabus in the subject of Mathematics has undergone changes from time to time in accordance with growth of the subject and emerging needs of the society. Senior Secondary stage is a launching stage from where the students go either for higher academic education in Mathematics or for professional courses like Engineering, Physical and Biological science, Commerce or Computer Applications. The present revised syllabus has been designed in accordance with National Curriculum Framework 2005 and as per guidelines given in Focus Group on Teaching of Mathematics 2005 which is to meet the emerging needs of all categories of students. Motivating the topics from real life situations and other subject areas, greater emphasis has been laid on application of various concepts.

Objectives

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

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

UNIT WISE MARKS DISTRIBUTION AS PER CBSE **CLASS XI (2021-22)**

ONE PAPER		MAX MARKS 80
NO	UNITS	MARKS
I	SETS AND FUNCTIONS	23
II	ALGEBRA	30
III	COORDINATE GEOMETRY	10
IV	CALCULUS	05
V	MATHEMATICAL REASONING	02
VI	STATISTICS AND PROBABILITY	10
	TOTAL	80
	INTERNAL ASSESSMENT	20

UNIT-I

Chapter 1

Sets

Sets and their representations, Empty set, Finite and Infinite sets, Equal sets, Subsets, Subsets of a set of real numbers especially intervals (with notations). Power set. Universal set. Venn diagrams. Union and Intersection of sets. Difference of sets. Complement of a set. Properties of Complement.

Chapter 2

Relations & Functions

Ordered pairs. Cartesian product of sets. Number of elements in the Cartesian product of two finite sets. Cartesian product of the set of reals with itself (upto $R \times R \times R$). Definition of relation, pictorial diagrams, domain, co-domain and range of a relation. Function as a special type of relation. Pictorial representation of a function, domain, co-domain and range of a function. Real valued functions, domain and range of these functions, constant, identity, polynomial, rational, modulus, signum, exponential, logarithmic and greatest integer functions, with their graphs. Sum, difference, product and quotients of functions.

UNIT-II

Chapter 3

Trigonometric Functions

Positive and negative angles. Measuring angles in radians and in degrees and conversion from one measure to another. Definition of trigonometric functions with the help of unit circle. Truth of the identity $\sin^2 x + \cos^2 x = 1$, for all x . Signs of trigonometric functions. Domain and range of trigonometric functions and their graphs. Expressing $\sin(x \pm y)$ and $\cos(x \pm y)$ in terms of $\sin x$, $\sin y$, $\cos x$ & $\cos y$ and their simple applications. Deducing identities like the following:

$$\tan(x \pm y) = \frac{\tan x \pm \tan y}{1 \mp \tan x \tan y}, \quad \cot(x \pm y) = \frac{\cot x \cot y \mp 1}{\cot y \pm \cot x}$$

$$\sin \alpha \pm \sin \beta = 2 \sin \frac{(\alpha \pm \beta)}{2} \cos \frac{(\alpha \mp \beta)}{2}$$

$$\cos \alpha + \cos \beta = 2 \cos \left(\frac{\alpha + \beta}{2} \right) \cos \left(\frac{\alpha - \beta}{2} \right)$$

$$\cos \alpha - \cos \beta = -2 \sin \left(\frac{\alpha + \beta}{2} \right) \sin \left(\frac{\alpha - \beta}{2} \right)$$

Identities related to $\sin 2x$, $\cos 2x$, $\tan 2x$, $\sin 3x$, $\cos 3x$ and $\tan 3x$. General solution of trigonometric equations of the type $\sin y = \sin \alpha$, $\cos y = \cos \alpha$ and $\tan y = \tan \alpha$.

UNIT III

Chapter 4

Principle of Mathematical Induction

Process of the proof by induction, motivating the application of the method by looking at natural numbers as the least inductive subset of real numbers. The principle of mathematical induction and simple applications.

Chapter 5

Complex Numbers and Quadratic Equations

Need for complex numbers, especially $\sqrt{-1}$, to be motivated by inability to solve some of the quadratic equations. Algebraic properties of complex numbers. Argand plane and polar representation of complex numbers. Statement of Fundamental Theorem of Algebra, solution of quadratic equations (with real coefficients) in the complex number system. Square root of a complex number.

UNIT IV

Chapter 6

Linear Inequalities

Linear inequalities. Algebraic solutions of linear inequalities in one variable and their representation on the number line. Graphical solution of linear inequalities in two variables. Graphical method of finding a solution of system of linear inequalities in two variables.

UNIT V

Chapter 7

Permutations and Combinations

Fundamental principle of counting. Factorial n . $(n!)$ Permutations and combinations, derivation of Formulae for ${}^n P_r$ and ${}^n C_r$ and their connections, simple applications.

Chapter 8

Binomial Theorem

Historical perspective, statement and proof of the binomial theorem for positive integral indices. Pascal's triangle, General and middle term in binomial expansion, simple applications.

UNIT VI

Chapter 9

Sequence and Series

Sequence and Series. Arithmetic Progression (A. P.). Arithmetic Mean (A.M.) Geometric Progression (G.P.), general term of a G.P., sum of n terms of a G.P., infinite G.P. and its sum, geometric mean (G.M.), relation between A.M. and G.M. Formulae for the following special sums.

$$\sum_{k=1}^n k, \sum_{k=1}^n k^2 \text{ and } \sum_{k=1}^n k^3$$

Chapter 10

Straight Lines

Brief recall of two dimensional geometry from earlier classes. Shifting of origin. Slope of a line and angle between two lines. Various forms of equations of a line: parallel to axis, point -slope form, slope-intercept form, two-point form, intercept form and normal form. General equation of a line. Equation of family of lines passing through the point of intersection of two lines. Distance of a point from a line.

UNIT VII

Chapter 11

Conic Sections

Sections of a cone: circles, ellipse, parabola, hyperbola, a point, a straight line and a pair of intersecting lines as a degenerated case of a

conic section. Standard equations and simple properties of parabola, ellipse and hyperbola. Standard equation of a circle.

UNIT VIII

Chapter 12

Introduction to Three-dimensional Geometry

Coordinate axes and coordinate planes in three dimensions. Coordinates of a point. Distance between two points and section formula.

Chapter 13

Limits and Derivatives

Derivative introduced as rate of change both as that of distance function and geometrically. Intuitive idea of limit. Limits of polynomials and rational functions trigonometric, exponential and logarithmic functions. Definition of derivative relate it to slope of tangent of the curve, derivative of sum, difference, product and quotient of functions. Derivatives of polynomial and trigonometric functions.

UNIT IX

Chapter 14

Mathematical Reasoning

Mathematically acceptable statements. Connecting words/ phrases - consolidating the understanding of "if and only if (necessary and sufficient) condition", "implies", "and/or", "implied by", "and", "or", "there exists" and their use through variety of examples related to real life and Mathematics. Validating the statements involving the connecting words, difference among contradiction, converse and contrapositive.

UNIT X

Chapter 15

Statistics

Measures of Dispersion: Range, Mean deviation, variance and standard deviation of ungrouped/grouped data. Analysis of frequency distributions with equal means but different variances.

Chapter 16

Probability

Random experiments; outcomes, sample spaces (set representation). Events; occurrence of events, 'not', 'and' and 'or' events, exhaustive events, mutually exclusive events, Axiomatic (set theoretic) probability, connections with other theories of earlier classes. Probability of an event, probability of 'not', 'and' and 'or' events.

Prescribed Books:

- 1) Mathematics Textbook for Class XI, NCERT Publications
- 2) Mathematics Exemplar Problem for Class XI, Published by NCERT
- 3) Mathematics Lab Manual class XI, published by NCERT

INTERNAL ASSESSMENT MARKS	20
Periodic Tests (Best 2 out of 3 tests conducted) MARKS	10
Mathematics Activities MARKS	10

Assessment of Activity Work:

Throughout the year any 10 activities shall be performed by the student from the activities given in the NCERT Laboratory Manual for the respective class (XI or XII) which is available on the link:

<http://www.ncert.nic.in/exemplar/labmanuals.html> a record of the same may be kept by the student. An year end test on the activity may be conducted The weightage are as under:

- The activities performed by the student throughout the year and record keeping: **5 marks**
- Assessment of the activity performed during the year end test: **3 marks**
- Viva-voce: **2 marks**

SUBJECT: ACCOUNTANCY

Books Recommended: (1) Financial Accounting I and II (NCERT)

RATIONALE

The course in Accountancy is introduced at +2 stage of Senior Secondary education, as formal commerce education is provided after first ten years of schooling. With the fast-changing economic scenario and business environment in a state of continuous flux, elementary business education along with accountancy as the language of business and as a source of financial information has carved out a place for itself at the Senior School stage. Its syllabus content should give students a firm foundation in basic accounting principles and methodology and also acquaint them with the changes taking place in the presentation and analysis of accounting information, keeping in view the development of accounting standards and use of computers.

Against this background, the course puts emphasis on developing basic understanding about the nature and purpose of the accounting information and its use in the conduct of business operations. This would help to develop among students logical reasoning, careful analysis and considered judgement. Accounting as an information system aids in providing financial information. The emphasis at Class XI is placed on basic concepts and process of accounting leading to the preparation of accounts for a sole proprietorship firm. Computerized accounting is becoming more and more popular with increasing awareness about use of computers in business. Keeping this in view, the students are exposed compulsorily to the basic knowledge about computers and its use in accounting in the same year.

In class XII, Accounting for Partnership Firms and Companies are to be taught as a compulsory part. Students will also be given an opportunity to understand further about Computerized Accounting System, as an optional course to Analysis of Financial Statements.

Objectives:

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

THEORY DISTRIBUTION

Units		Period s	Marks
Part A: Financial Accounting-1			
	Unit-1: Theoretical Framework	25	12
	Unit-2: Accounting Process	105	40
		125	52

Part B: Financial Accounting-II			
	Unit-3: Financial Statements of Sole Proprietorship from Complete and Incomplete Records	55	20
	Unit-4: Computers in Accounting	15	08
		70	28
Part C: Project Work		20	20

Suggested Question Paper Design
Accountancy (Code No. 055)
Class XI (2021-2022)

Theory: 80 Marks

Time: 3 hrs.

S.no.	Typology of Questions	Marks	Percentage
1	Remembering and Understanding: Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers. Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	44	55%
2	Applying: Solve problems to new situations by	19	23.75%

	applying acquired knowledge, facts, techniques and rules in a different way.		
3	Analysing, Evaluating and Creating: Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations. Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.	17	21.25%
	TOTAL	80	100%

UNIT TEST

(25 Marks)

- 1 Mark- 5 Questions
- 3 Marks- 2 Questions
- 4 Marks- 2 Questions
- 6 Marks- 1 Question

TERMINAL EXAMINATION

(80 Marks)

- 1 Mark-20 Questions
- 3 Marks- 2Questions
- 4 Marks- 5 Questions
- 6 Marks-3Questions
- 8 Marks-2 Questions

Part A: Financial Accounting - I

Unit 1: Introduction to Accounting

(10Periods)

Introduction to Accounting

- Accounting- Concept objectives, advantages and limitations, types of accounting information; users of accounting information and their need, Qualitative Characteristics of Accounting Information, Role of Accounting in Business

- Basic accounting terms: business transaction, account, capital, drawings, liability (Non - current and current); asset (Non - current; Fixed Assets: tangible and intangible assets and current assets), receipts (capital and revenue), expenditure (capital, revenue and deferred), expense, income, profits, gains and losses, purchases, purchases returns, sales, sales returns, stock, trade receivables (debtors and bills receivable), trade payables (creditors and bills payable), goods, cost, vouchers, discount - trade and cash.

Unit 2: Theory Base of Accounting

(20 Periods)

- Fundamental accounting assumptions: GAAP: Concept; going concern, consistency, and accrual.
- Accounting principles: Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity
- Accounting Standards: Applicability in India AS.
- GST: Characteristics and objectives.
- Double entry system of Accounting -Basis of Accounting Cash and Accrual Basis
- Vouchers and Transactions; Source document and Vouchers, preparation of Vouchers.
- Rules of debit and credit: for assets, liabilities, capital, revenue and expenses.

Key Words: Book Keeping, Accounting, Debtors, Creditors, Capital items, Revenue items, Loss, Capital, Stock, Expenses, Income, Capital, Drawing, Purchase, Sales, Profit and Gain.

Activity: - Collection of source documents (Scrap file)

Unit-3 Accounting Process and Recording of Business Transactions, Ledger and Trial Balance

(Periods 25)

- Accounting equation Approach: Meaning and analysis of transactions using accounting equation.
- Books of original entry: format and recording - Journal.
- Ledger - format, posting from journal, cash book and other special purpose books, balancing of accounts.
- Trial balance: objectives and preparation
- (Scope: Trial Balance with balance method only)

- Key Words: Ledger, Casting, Balancing, Totaling, Posting, Trial Balance errors, Bank Reconciliation Statement, Bank Overdraft, Dishonor of Cheque, Suspense account.

Unit 4: Cash Book and Special Purpose Books (15 Periods)

- Cash Book: Simple Cash Book with Bank Column and Petty Cash Book.
- Other books: purchases book, sales book, purchases return book, sales returns book
- Note: Including trade discount, freight and cartage expenses for simple GST calculation. (Simple GST calculation)

Unit 5 (A) Preparation of Bank Reconciliation Statement (25 Periods)

Bank reconciliation statement- Need and preparation, Bank Reconciliation Statement with Adjusted Cash Book

5 (B) Depreciation, Provisions and Reserves

- Depreciation: Concept, Features, Causes, factors
- Other similar terms: Depletion and Amortisation
- Methods of Depreciation: i. Straight Line Method (SLM) ii. Written Down Value Method (WDV) Note: Excluding change of method
- Difference between SLM and WDV; Advantages of SLM and WDV
- Accounting treatment of depreciation i. Charging to asset account ii. Creating provision for depreciation/accumulated depreciation account iii. Treatment for disposal of asset
- Provisions and Reserves: Difference
- Types of Reserves: i. Revenue reserve ii. Capital reserve iii. General reserve iv. Specific reserve v. Secret Reserve
- Difference between capital and revenue reserve

Key Words: Depreciation, Obsolete, Amortization, Depletion, Diminishing Balance, Scrap Value, Provision, Reserve, Capital Reserve, Revenue reserve, Secret Reserve, Capital profits.

Activity Collection of bank documents

Unit 6:

Rectification of Errors

- Trial balance: objectives and preparation (Scope: Trial balance with balance method only) • Errors: types-errors of omission, commission, principles, and compensating; their effect on Trial Balance. • Detection and rectification of errors; preparation of suspense account.

Key Words: Errors of omission, Errors of commission, Suspense account, Rectifying entries, Wrong posting.

UNIT-7Accounting for Bills of Exchange

(35 Periods)

- Bills of exchange and Promissory Note: definition, specimen and distinction, features, parties.
- Difference between Bill of Exchange and Promissory Note
- Terms in Bill of Exchange: i. Term of Bill ii. Accommodation bill (concept) iii. Days of Grace iv. Date of maturity v. Discounting of bill vi. Endorsement of bill vii. Bill after due date viii. Negotiation ix. Bill sent for collection x. Dishonor of bill xi. Retirement of bill xii. Renewal of bill
- Accounting treatment.

Key Words: - Bills of Exchange, Negotiable instrument, Promissory note, Drawer, Drawee, Maker, Dishonor, Discounting, Renewal, Rebate, Endorsement.

Activity: -

Collection of different kinds of negotiable instruments of different companies.

PART-B FINANCIAL ACCOUNTING-II

Unit 8 Financial Statements of Sole Proprietorship from complete records

(30 Periods)

- Financial Statements: Meaning, objective and importance. Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure.
- Trading and Profit and loss account: gross profit, operating profit and net profit. Preparation.

- Balance Sheet: need, grouping, marshalling of assets and liabilities. Preparation
- Adjustments in preparation of financial statements: with respect to 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 goods distributed as free samples, Interest on capital manager's commission.
- Preparation of Trading and Profit and Loss Account and Balance Sheet of sole proprietorship with adjustments.

Key Words: - closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, manager's commission, abnormal loss, goods taken for personal use and goods distributed as free samples.

ACTIVITY Comprehensive Project

Unit 9: -Account for incomplete records

(Periods-10)

Meaning, features, reasons and limitations of single-entry system.

Ascertainment of profit /loss by statement of affairs method.

Difference between accounts from incomplete records and Statement of Affairs. Preparation of Trading, Profit and Loss account and Balance Sheet.

Unit 10: - Computers in Accounting

(20 Periods)

- Introduction to Computer and Accounting Information System (AIS): Introduction to computers (Elements, Capabilities, Limitations of Computer system),
- Introduction to operating software, utility software and application software. Introduction to Accounting Information System (AIS), as a part of MIS
- Automation of Accounting Process. Meaning
- Stages in automation (a) Accounting process in a computerized environment (Comparison between manual accounting process and Computerized accounting process.) (b) Sourcing of accounting Software

(Kinds of software: readymade software; customized software and tailor-made software; Generic Considerations before sourcing accounting software) (c) Creation of Account groups and hierarchy (d) Generation of reports - Trial balance, Profit and Loss account and Balance Sheet.

Project Work (Any One) 20 Marks (20 Periods)

1. Collection of Source Documents, Preparation of Vouchers, Recording of Transactions with the help of vouchers.
2. Comprehensive project starting with journal entries regarding any sole proprietorship business, posting them to the ledger and preparation of Trial balance. The students will then prepare Trading and Profit and Loss Account on the basis of the prepared trial balance. Expenses, incomes and profit (loss) are to be depicted using pie chart / bar diagram.

SUBJECT: BUSINESS STUDIES

“Rationale”

The courses in Business Studies and Accountancy are introduced at +2 stage of Senior Secondary Education as formal commerce education is provided after first ten years of schooling. Therefore, it becomes necessary that instructions in these subjects 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 organization and management of business processes and its interaction with the environment is required. Globalization has changed the way organizations transact their business.

Information Technology is becoming a part of business operations in more and more organizations. Computerized 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 will prepare students to analyze, 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 will be useful. It also informs students of a range of study and work options and bridges the gap between school and work.

Objectives

- To develop in students 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 candidates with theoretical foundations of organizing, managing and handling operations of a business firm.
- To acquaint students with the practice of managing the operations and resources of business.
- To develop in students a business attitude and skills to be precise and articulate.
- To help students appreciate the economic and social significance of business activity and the social cost and benefits arising there from.
- To prepare students to function more effectively and responsibly as Consumers, employers, employees and citizens
- To help students in making the transition from school to the world of work including self-employment.

Books Recommended: Business Studies (NCERT)

BUSINESS STUDIES (Code No. 054)
CLASS–XI (2021-22)

Theory: 80 Marks
Project: 20 Marks

3 Hours

Units		Periods	Marks
Part A	Foundations of Business		
1	Nature and Purpose of Business	18	16
2	Forms of Business Organisations	24	
3	Public, Private and Global Enterprises	18	14
4	Business Services	18	
5	Emerging Modes of Business	10	10
6	Social Responsibility of Business and Business Ethics	12	
	Total	100	40
Part B	Finance and Trade		
7	Sources of Business Finance	30	20
8	Small Business	16	
9	Internal Trade	30	20
10	International Business	14	
	Total	90	40
	Project Work	30	20

PRACTICAL DISTRIBUTION:

The marks will be allocated on the following heads:

2Marks: Initiative, cooperativeness and participation

2Marks: Creativity in presentation

4Marks: Content, observation and research work

4Marks: Analysis of situation

8Marks: Viva

Formative Assessment:25 Marks

1 Mark: (5 questions)

3 Marks: (3 questions)

5 Marks: (1 question)

6 Marks: (1 questions)

Summative Assessment 80Marks

1 Mark: (20 questions)

3 Marks: (5 questions)

4 Marks: (3 question)

5 Marks: (3 question)

6 Marks: (3 questions)

**Suggested Question Paper Design
Business Studies (Code No. 054)
Class XI (2021-22)
March 2022 Examination**

Marks: 80

Duration: 3 hrs.

SN	Typology of Questions	Marks	Percentage
1	Remembering and Understanding: Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers. Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	44	55%
2	Applying: Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way	19	23.75%
3	Analysing, Evaluating and Creating: Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations. Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.	17	21.25%
Total		80	100%

Part -A: Foundations of Business

Concept includes Meaning and Features

UNIT -1 Evolution and Fundamentals of Business: (18 Periods)

Technical Words:Business, Profession, Employment, Industry, Commerce, Trade, Aids to trade, Business Risk.

History of Trade and Commerce in India: Indigenous Banking System, Rise of Intermediaries, Transport, Trading Communities: Merchant Corporations, Major Trade Centres, Major Imports and Exports, Position of Indian Sub-Continent in the World Economy.

- (a) Business: Meaning and Characteristics of Business.
- (b) Business, Profession and Employment-Concept.
- (c) Objectives of Business-Economic and Social, Role of profit in business.
- (d) Classification of business activities - Industry and Commerce
- (e) Industry and its types: Primary, Secondary and Tertiary (meaning and subgroups)
- (f) Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning
- (g)Business Risks (concept): Nature and Causes

UNIT -2 Forms of Business Organizations: (24 Periods)

Technical Words:Sole proprietorship, Partnership, HUF, Co-operative society, Company, MOA, AOA, Prospectus.

- (a) Sole Proprietorship –Concept,Merits and Limitations.
- (b) Partnership- Concept,- Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners Partnership vs. Limited Liability Partnership (LLP)
- (c) Hindu Undivided Family Business: Concept
- (d) Cooperative Societies-Concept,Merits and Limitations

(e) Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept Private Company vs. Limited Liability Partnership (LLP)

(f) Formation of company-Concept, Stages, Important documents to be used in the formation of a company.

(g) Choice of form of Business Organization.

UNIT -3 Public, Private and Global Enterprises: **(18 Periods)**

Technical Words: Private Sector, Public Sector, Departmental undertaking, Statutory Corporation, Government company, Global enterprises, Joint Venture.

(a) Private Sector and Public Sector Enterprises- Concept

(b) Forms of public sector enterprises: Features, Merits and Limitations of Department undertaking, Statutory Corporation and Government Company.

(c) Global Enterprises – Feature. Joint ventures, Public private partnership – concept.

UNIT - 4 Business Services: **(18 Periods)**

Technical Words: Banking, Insurance, NEFT, RTGS Bank Overdraft, Cash Credit, E-Banking, Postal Service, Telecom Services

(a) Business Services- Meaning and Types.

(b) Banking: Types of bank accounts-Savings, Current, Recurring, Fixed Deposit and Multiple Option Deposit Account.

(c) Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking meaning, Types of digital payments

(d) Insurance- Concept, Principles, Types- Life, Health, Fire and Marine Insurance.

(e) Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning

UNIT- 5 Emerging modes of Business:**(10 Periods)**

Technical Words:E-Business, Online transaction, BPO, KPO, ATM, Smart cards.

- (a) E - business: concept, scope and benefits
- (b) Business Process Outsourcing (BPO): Concept, need and scope

UNIT-6 Social Responsibility of Business and Business Ethics:(12 Periods)

Technical Words: Social responsibility, Owner, Investors, Consumers, Employees, Community, Environment.

- (a) Concept of Social Responsibility.
- (b) Case for Social Responsibility
- (c) Responsibility towards Owners, Investors, Employees, Consumer, Government & Community.
- (d) Role of business in Environment Protection.
- (e) Business Ethics- Concept and Elements.

Part B: Finance and Trade**UNIT-7 Sources of business finance:****(30 Periods)**

Technical Words:Business finance, Equity share, Preference share, GDR, ADR, IDR, Retained earnings, Debentures, Public deposit, Trade credit, ICD

- (i) Concept of Business Finance: Meaning, Nature and Importance.
- (ii) Owners' funds - equity shares, preferences share, retained earnings, Global Depository receipt (GDR), American Depository Receipt (ADR) and International Depository Receipt (IDR) – concept
- (iii) Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).

UNIT - 8 Small Business and Enterprises:**(16 Periods)**

Technical Words: Small Business, Micro Enterprises, Medium Enterprises, DIC, NSIC

- (i) Entrepreneurship Development – Concept, Characteristics and Need. Process of ED, Startup India Scheme, Ways to fund start up, Intellectual Property rights and Entrepreneurship.
- (ii) Small scale enterprises as defined by MSMED Act 2006 (Micro, Small and Medium Enterprises Development Act).
- (iii) Role of small business in India with special reference to Rural Areas
- (iii) Government schemes and agencies for small scale industries: NSIC (National Small industries Corporation) and DIC (District Industries Centre) with special reference to rural and backward areas.

UNIT-9 Internal Trade:**(30 Periods)**

Technical Words :Wholesaler, Retailer, Departmental stores, Chain Stores, Mail order business, Automatic vending machine, COD, FOB, CIF

- (a) Internal trade - meaning and types services rendered by a wholesaler and a retailer
- (b) GST (Goods and Services Tax): Concept and Key Features
- (c) Types of Retail Trade-Itinerant, Small Scale, Fixed ShopsRetailers
- (d) Large Scale Retailers (Concept) - Departmental Stores, Chain Stores, Mail Orderbusiness.

UNIT -10:International Trade:**(14 Periods)**

Technical Words: External trade, Export, Import, Letter of Credit, Indent, Mate's receipt, Bill of lading, Shipping order, Certificate of origin

- (a) International Trade- Concept and Benefits
- (b) Export Trade - Meaning, Objective and Procedure of Export Trade
- (c) Import Trade - Meaning, Objective and Procedure
- (d) Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt (DA/DP)
- (e) World Trade Organization (WTO) - Meaning and Objectives

Project Work

As per CBSE guidelines.

SUBJECT: ECONOMICS

Rationale

Economics is one of the social sciences which has great influence on every human beings. As economic life and the economy go through changes, the need to ground education in children's own experience becomes essential. While doing so, it is imperative to provide them opportunities to acquire analytical skills to observe and understand the economic realities.

At senior secondary state, the learners are in a position to understand abstract ideas, exercise the power of thinking and to develop their own perception. It is at this stage, the learners are exposed to the rigour of the discipline of economic in a systematic way.

The economics course are introduced in such a way that in the initial stage, the leaner are introduced to the economic realities that the nation is facing today along with some basic statistical tools to understand these broader economic realities. In the later stage, the learners are introduced to economics as a theory of abstraction.

The economics courses also contain many project and activities. These will provide opportunities for the learners to explore various economics issues both from their day-to-day life and also from issues, which are broader and invisible in nature. The academic skills that they learn in these courses would help to develop the projects and activities. The syllabus is also expected to provide opportunities to use information and communication technologies to facilitate their learning process.

Objectives

- (1) Understanding of Basic Economic concept and development of economic reasoning which the learners can apply in their day to day life as citizen, workers and consumers
- (2) Realisation of learner's role in nation building any sensitivity to economic issues the nation is facing today.
- (3) Equipment with basic tools of economics and statistics to analyse economics issues. This is pertinent for those who may not pursue this course beyond Senior Secondary Stage
- (4) Development of understanding that there can be more than one view on any economic issue and necessary skills.

Recommended Books :(1) Statistics for Economics (N.C.E.R.T)

(2) Introductory Micro Economics (N.C.E.R.T)

UNITS Periods Marks**UNITS****Periods****Marks****Part A: Statistics for Economics**

(1) Introduction	7	3
(2) Collection, <u>Organisation</u> and Presentation of Data 10		27
(3) Statistical Tools and Interpretation Part-I	22	09
(4) Statistical Tools and Interpretation Part-II	22	09
(5) Statistical Tools and Interpretation Part-III	22	09
	100	40

Part B: Introductory Micro Economics

(6) Introduction	08	04
(7) Consumer's Equilibrium and Demand	32	13
(8 & 9) <u>Producer Behaviour</u> and Supply	32	13
(10) Forms of Market and Price Determination under perfect competition with simple applications 10		28
	100	40

Project Work

20	20
	100

Part A: Statistics for Economics**Unit-I: Introduction**

What is Economics?

Meaning, scope, functions and importance of statistics in Economics

Unit-II: Collection, Organization and Presentation of Data

- (a) Collection of data-sources of data-Primary and Secondary; how basic data is collected with concept of sampling, methods of collecting data; some important sources of secondary data; Census of India and National Sample Survey Organization.
- (b) Organization of Data: Meaning and types of variables, Frequency Distribution.

(c) Presentation of Data: Tabular Presentation and Diagrammatic

Presentation of Data:

- (i) Geometric Forms (bar diagrams and pie diagrams)
- (ii) Frequency diagrams (Histogram, polygon and ogive)
- (iv) Arithmetic line graphs (time series graph)
- (v)

Unit-III: Statistical Tools and Interpretation: Part I

Measures of central tendency-mean, median & mode.

Unit-IV: Statistical Tools and Interpretation: Part II

Measures of Dispersion - absolute dispersion (range, quartile deviation, mean deviation and standard deviation); relative dispersion (co-efficient of mean deviation, coefficient of variation co-efficient of range, quartile deviation)

Unit-V: Statistical Tools and Interpretation: Part III

Correlation-meaning and properties, scatter diagram; Measures of correlation-Karl Pearson's method (two variables ungrouped data) Spearman's rank correlation.

Introduction to Index Numbers - meaning, types -wholesale price index, consumer price index and index of industrial production, uses of index numbers, Inflation and index numbers.

Part -B Introductory Micro Economics

Unit VI: Introduction

Meaning of microeconomics and macroeconomics, positive and normative economics

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

Unit VII: Consumer's Equilibrium and Demand

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

Indifference curve analysis of consumer's equilibrium-the consumer's budget (budget set and budget line), preferences of the consumer (indifference curve, indifference map) and conditions of consumer's equilibrium.

Demand, market demand, determinants of demand, demand schedule, demand curve and its slope, movement along and shifts in the demand curve; price elasticity of demand - factors affecting price elasticity of demand; measurement of price elasticity of demand - percentage-change method.

Unit VIII: Supply

Supply, market supply, determinants of supply, supply schedule, supply curve, and its slope, movements along and shifts in supply curve, price elasticity of supply; measurement of price elasticity of supply - percentage-change method

Unit IX: Producer Behaviour

Meaning of production function-short run and long run. Total Product, Average Product & Marginal Product.

Returns to a Factor : Law of Variable Proportions

Cost: Short run costs - total cost, total fixed cost, total variable cost; Average Cost Average fixed cost, average variable cost and marginal cost-meaning and their relationship.

Revenue - total, average and marginal revenue. (meaning and relationship)

Producer's equilibrium-meaning and its conditions in terms of marginal revenue-marginal cost.

Unit X: Forms of Market and Price Determination under Perfect Competition with simple applications.

Perfect competition - Features; Determination of market equilibrium and effects of shifts in demand and supply.

Other Market Forms - monopoly, monopolistic competition - their meaning and features. Simple Applications of tools of Demand and Supply: Price ceiling, price floor.

SUBJECT: PHYSICAL EDUCATION

THEORY

Max. Marks 70

Unit I: Changing Trends & Career in Physical Education

- Meaning & definition of Physical Education
- Aims & Objectives of Physical Education
- Career Options in Physical Education
- Competitions in various sports at national and international level
- Khelo-India Program

PRACTICAL-General fitness- warming up and cooling down.

Unit II: Olympic Value Education

- Olympics, Paralympics and Special Olympics
- Olympic Symbols, Ideals, Objectives & Values of Olympism
- International Olympic Committee
- Indian Olympic Association

PRACTICAL-General fitness- jogging, stretching exercises.

Unit III Physical Fitness, Wellness & Lifestyle

- Meaning & Importance of Physical Fitness, Wellness & Lifestyle
- Components of physical fitness and Wellness
- Components of Health related fitness

PRACTICAL- Sprint, continues running

Unit IV: Physical Education & Sports for CWSN (Children with Special Needs- Divyang)

- Aims & objectives of Adaptive Physical Education
- Organization promoting Adaptive Sports (Special Olympics Bharat; Paralympics; Deaflympics)
- Concept of Inclusion, its need and Implementation
- Role of various professionals for children with special needs (Counsellor, Occupational Therapist, Physiotherapist, Physical Education Teacher, Speech Therapist & special Educator)

PRACTICAL- Throw ball, sit and reach test

Unit V: Yoga

- Meaning & Importance of Yoga
- Elements of Yoga
- Introduction - Asanas, Pranayam, Meditation & Yogic Kriyas
- Yoga for concentration & related Asanas (Sukhasana; Tadasana; Padmasana & Shashankasana, Naukasana, Vrikshasana (Tree pose), Garudasana (Eagle pose)
- Relaxation Techniques for improving concentration – Yog-nidra

PRACTICAL-Practice of Yoga asana

Unit VI: Physical Activity & Leadership Training

- Leadership Qualities & Role of a Leader
- Creating leaders through Physical Education
- Meaning, objectives & types of Adventure Sports (Rock Climbing, trekking, River Rafting, Mountaineering, Surfing and Para Gliding)
- Safety measures to prevent sports injuries

PRACTICAL-Practices of different types of Asana. Game-Volleyball

Unit VII: Test, Measurement & Evaluation

- Define Test, Measurement & Evaluation
- Importance of Test, Measurement & Evaluation in Sports
- Calculation of BMI & Waist - Hip Ratio
- Somato Types (Endomorphy, Mesomorphy & Ectomorphy)
- Measurement of health related fitness

PRACTICAL-Broad jump, Game-Volleyball-fundamental skills of Volleyball and dimension, rules and regulations.

Unit VIII: Fundamentals of Anatomy, Physiology & Kinesiology in Sports

- Definition and Importance of Anatomy, Physiology & Kinesiology
- Function of Skeleton System, Classification of Bones & Types of Joints
- Properties and Functions of Muscles
- Function & Structure of Respiratory System and Circulatory System
- Equilibrium – Dynamic & Static and Centre of Gravity and its application in sports

PRACTICAL-Game-Badminton-fundamental skills

Unit IX: Psychology & Sports

- Definition & Importance of Psychology in Phy. Edu. & Sports
- Define & Differentiate Between Growth & Development
- Developmental Characteristics at Different Stages of Development
- Adolescent Problems & Their Management

PRACTICAL-Game-Badminton-dimension, rules of the game

Unit X: Training and Doping in Sports

- Meaning & Concept of Sports Training
- Principles of Sports Training
- Warming up & limbering down
- Skill, Technique & Style
- Concept & classification of doping
- Prohibited Substances & their side effects
- dealing with alcohol and substance abuse

PRACTICAL- Practice of skill of the game

PRACTICAL

Max. Marks 30

- 01. Physical Fitness Test - 6 Marks
- 02. Proficiency in Games and Sports (Skill of any one Game of choice from the given list*) - 7 Marks
- 03. Yogic Practices - 7 Marks
- 04. Record File ** - 5 Marks
- 05. Viva Voce (Health/ Games & Sports/ Yoga) - 5 Marks

* Athletics, Archery, Badminton, Boxing, Chess, Judo, Shooting, Skating, Swimming, Taekwondo, Tennis, Aerobics, Gymnastics, Rope-Skipping, Yoga, Bocce & Unified Basketball [CWSN (Children With Special Needs – Divyang)]

****Record File shall include:**

Practical-1: Labelled diagram of 400 M Track & Field with computations.

Practical-2: Computation of BMI from family or neighbourhood & graphical representation of the data.

Practical-3: Labelled diagram of field & equipment of any one game of your choice out of the above list.

Practical-4: List of current National Awardees (Dronacharya Award, Arjuna Award & Rajiv Gandhi Khel Ratna Award)

Practical-5: Pictorial presentation of any five Asanas for improving concentration.